

September 24, 2024 Minutes

Members Present

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

Members Absent

Vice President Jeff Halbreich

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 Park Operations Manager Pat White
SAMLARC Community Services Manager
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:

- Vendor Contract
- FSR Contract Renewal
- 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 September 24, 2024 Open Session Agenda.

Motion: Deborah Christensen

Second: Greg Schnieders

Ayes: Paul Persiani, Deborah Christensen, Greg Wieckert, Nate

Farnsworth, Greg Schnieders

Nays: None

III. Homeowners Forum

There were no homeowners present.

IV. Approval of the Minutes

Resolution: To approve the August 27, 2024, Board of Directors Open Session Minutes.

Motion: Greg Wieckert

Second: Nate Farnsworth

Ayes: Paul Persiani, Deborah Christensen, Greg Wieckert, Nate

Farnsworth, Greg Schnieders

Nays: None

V. Items for Discussion and/or Approval

A. Consideration of Review of Architectural Standards and Policies & Guidelines for 2025

Resolution: To direct Management to place the final draft on the October 22, 2024 Board of Directors Open Session Meeting Agenda for further consideration and approval to allow for a three-week review and comment period by the Board of Directors.

Motion: Greg Wieckert

Second: Paul Persiani

Ayes: Paul Persiani, Deborah Christensen, Greg Wieckert, Nate

Farnsworth, Greg Schnieders

Nays: None

Administrative Direction: This item does not need to appear as an agenda item moving forward. An email to the board is sufficient.

B. Consideration of Approval of Contract Renewal of the FirstService Residential Full-Service Management Agreement

Resolution: To approve the renewal of the FirstService Residential Full-Service Management Agreement inclusive of the Staffing Agreement.

Motion: Paul Persiani

Second: Deborah Christensen

Ayes: Paul Persiani, Deborah Christensen, Greg Wieckert, Nate

Farnsworth, Greg Schnieders

Nays: None

C. Consideration of Recommendation from the LFEC and BCFC to Approve Contracts with 24HRC and Dave Bang to Install a Shade Structure at Altisima Park

Resolution: As recommended by the LFEC and BCFC, to approve a contract with 24HRC to perform the demolition and removal work of the Picnic Shelter at Altisima Park,

and;

to approve a contract with Dave Bang to purchase and install a shade structure at Altisima Park.

Motion: Greg Wieckert

Second: Deborah Christensen

Ayes: Paul Persiani, Deborah Christensen, Greg Wieckert, Nate

Farnsworth, Greg Schnieders

Nays: None

D. Consideration of Recommendation from the LFEC and BCFC to Approve Contract with World Wide Tek to Purchase and Install Additional Cameras

Resolution: As recommended by the LFEC and BCFC, to approve a contract with World Wide Tek to purchase and install additional cameras at six parks and the Lakeshore.

Motion: Greg Wieckert

Second: Paul Persiani

Ayes: Paul Persiani, Deborah Christensen, Greg Wieckert, Nate

Farnsworth, Greg Schnieders

Nays: None

E. Consideration of Recommendation from the LFEC and BCFC to Approve Contract with Always Green to Convert the Sport Court Flooring to Artificial Turf at the Central Park Arena

Resolution: As recommended by the LFEC and BCFC, to approve a contract with Always Green to convert the sports court flooring with artificial turf at the Central Park Arena.

Motion: Paul Persiani

Second: Greg Schnieders

Ayes: Paul Persiani, 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: Paul Persiani

Second: Greg Wieckert

Ayes: Paul Persiani, Deborah Christensen, Greg Wieckert, Nate

Farnsworth, Greg Schnieders

Nays: None

A. Contracts to Expire 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:

- HOA Technology Provide maintenance and support services for community card access system. First renewal, 5% price increase, no change in terms of contract.
- <u>Premier Aquatics</u> Pool Lifeguards, Boat_Monitoring. New contract term, 4% price increase, no change in terms of contract.
- <u>Security Communication Network</u> Alarm Monitoring for Business Office. New contract term, no price increase, no change in terms of contract.
- <u>The Customer Engine</u> Website and support services. First renewal, 6% price increase, no change in terms of contract.

B. 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.

C. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the August 2024 Financial Statement

Resolution: As recommended by the Budget and Cash Flow Committee, to approve the financial statement and bank reconciliation dated August 31, 2024. The balance sheet dated August 31, 2024, reflects assets of \$10.18M in Reserve funds, \$2.750M in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$12.770M, along with a security deposit of \$7,806. The income statement for August 31, 2024, reflects year-to-date net income of \$311,347 compared to budgeted net income of (\$384,724). Year-to-date reserve funding is \$1.24M compared to a budget of \$1.12M. All figures are rounded.

D. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the July 2024 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, 2024.

E. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Contract with Jolly Jumps and Express Events to Provide Goods and/or Services at SAMLARC Community Events

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

F. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Contract with Chic Party Rentals to Provide Goods and/or Services at SAMLARC Community Events

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

G. Consideration of Recommendation from the Community Lifestyle Committee to Approve Work Authorizations with Jolly Jumps and Express Events to Provide Goods and/or Services at SAMLARC Community Events

Resolution: As recommended by the Community Lifestyle Committee, to approve Work Authorization #089 with Jolly Jumps and Express Events for Christmas Tree Lighting event;

and,

To approve Work Authorization #090 with Jolly Jumps and Express Events for Carols 'Round the Lake event.

H. Consideration of Recommendation from the Community Lifestyle Committee to Approve Work Authorizations with Chic Party Rentals to Provide Goods and/or Services at SAMLARC Community Events

Resolution: As recommended by the Community Lifestyle Committee, to approve Work Authorization #017 with Chic Party Rentals for Christmas Tree Lighting event;

and

To approve Work Authorization #018 with Chic Party Rentals for Carols 'Round the Lake event.

I. Consideration of Approval of First Renewal of Contract with Nordberg and DeNichilo, LLP., for Professional Legal Services

Resolution: To approve a first renewal of the contract with Nordberg and DeNichilo, LLP., for professional legal services.

J. Consideration of Approval of Contract with SmartProperty to Provide Reserve Study Software and Level Three Review of the Study in 2025

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 Three review of the Reserve Study in 2025.

K. Consideration of Approval of Contract with Lake Management, Inc. for the Lagoon and Fountain Maintenance Services at the Beach Club

Resolution: To approve a contract with Lake Management, Inc. to perform lagoon and fountain maintenance services at the Beach Club.

L. Consideration of Approval of Contract with Lake Management, Inc. for Lago Santa Margarita Maintenance Services

Resolution: To approve a contract with Lake Management, Inc. to provide maintenance services at the Lago Santa Margarita.

M. Consideration of Approval of First Renewal of Contract with E & C Mystic Cleaning & Janitorial Services, Inc. to Provide Bus Shelter Cleaning Services

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

N. Consideration of Approval of Second Renewal of Contract with Brightview Landscape Services, Inc. for Landscape Services for SAMLARC Parks

Resolution: To approve a second renewal of contract with Brightview Landscape Services, Inc. to perform Landscape Services for SAMLARC Parks.

O. Consideration of Approval of Second Renewal of Contract with Andre Landscape Service, Inc. for SAMLARC Streets and Trails

Resolution: To approve a second renewal of contract with Andre Landscape Service, Inc. to perform Landscape Services for Streets and Trails.

P. Consideration of Approval of Second Renewal of Contract with Andre Landscape Service, Inc. for SAMLARC Tree Maintenance

Resolution: To approve a second renewal of contract with Andre Landscape Service, Inc. to perform Tree Maintenance services.

Q. Consideration of Approval of Second Renewal of Contract with Mosaic Consulting, Inc. for Landscape Consultant Services

Resolution: To approve a second renewal of contract with Mosaic Consulting, Inc. to perform landscape consultant services.

R. Consideration of Approval of First Renewal of Contract with Collins Company for Sports Netting, Windscreen Installation and Repair Services

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

S. Consideration of Ratification of Work Authorization with PurCor Pest Solutions for Termite Treatments at Altisima Park, Tijeras Creek Park, and Trabuco Mesa Park

Resolution: To ratify Work Authorization #005 with PurCor Pest Control for termite treatments at Altisima Park, Tijeras Creek Park, and Trabuco Mesa Park.

T. Consideration of Ratification of Work Authorization with PurCor Pest Solutions for Termite Treatments at Arroyo Vista Park and Solana Vista Park

Resolution: To ratify Work Authorization #006 with PurCor Pest Control for termite treatments at Arroyo Vista Park and Solana Vista Park.

U. Consideration of Approval of Request to Proceed with Liens

Resolution: To authorize and instruct Management to record a lien on thirty-two 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 September 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 45 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 September 24, 2024, should the delinquent assessments not be paid within the time period established in the Intent to Lien Letter:

Account Number	Total Amount Due	Account Number	Total Amount Due	Account Number	Total Amount Due
2110-05	\$619.00	9210-02	\$489.00	9555-05	\$835.00
3648-01	\$519.00	B278-03	\$1199.00	B028-03	\$1011.00
3882-09	\$489.00	B326-02	\$448.00		
5230-04	\$489.00	2328-06	\$1116.00		
6815-03	\$489.00	8955-02	\$1021.00		

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:

<u>Budget and Cash Flow Committee</u> – Chair Greg Wieckert reported the committee met in person on Wednesday, September 18, 2024, for their monthly meeting and the second draft budget review. The BCFC reviewed cash flow worksheets at the monthly business meeting and acknowledged the August 2024 Financial Statement review. The BCFC met in person on Wednesday, September 18, 2024, to review the second draft of the 2025 budget. The committee reviewed the requested changes from the first review of the draft budget to the second and any necessary updates resulting from information received after the finalization of the first draft. The committee recommended that the Board approve the 2025 budget at the Board's October 8, 2024 Budget Workshop. The next BCFC meeting will take place on October 16, 2024 via Zoom.

<u>Community Lifestyle Committee</u> – Chair Deborah Christensen reported the committee met on Tuesday, September 17, 2024, to review past and upcoming events, including Adult & Children's Garden Workshops, New & Now Member Welcome, Holiday Home Decorating Contest, North Pole Hotline, Christmas Tree Lighting, and Carols 'Round the Lake events. The next meeting is scheduled for Tuesday, October 15, 2024.

<u>Landscape and Facilities Enhancement Committee</u> – Chair Paul Persiani reported the LFEC met virtually on Thursday, September 12, 2024 at noon. The committee reviewed tree options for Altisima street and the Strategic Plan projects. The next committee meeting is scheduled for Thursday, October 10, 2024.

Committee Liaison Reports:

Architectural Review Committee – Director Greg Schnieders reported the committee met on September 9, 2024 and September 23, 2024. Twenty-one submittals were submitted, and all were approved. The submittal for 14 Santa Cecilia, which includes a room addition and second-story balcony, first came to the committee for review on August 26, 2024. The committee tabled its decision after receiving correspondence from two neighboring homeowners objecting to the improvement. The correspondence was brought to the Board in Executive Session on August 27, 2024, and the Board referred the submittal back to the committee for consideration. The next meeting will be held on October 14, 2024 at 12:00 p.m. via Zoom.

<u>Covenant Committee</u> – Director Greg Wieckert reported the committee met on Tuesday, September 3, 2024 and reviewed eight violations. Four homes were assessed fines, two had their fines rescinded, and two were offered extensions. The next meeting is scheduled for Tuesday, October 1, 2024 at 4:00 p.m.

<u>Sports Council</u> – Director Paul Persiani reported on behalf of Director Jeff Halbreich - The Sports Council met on Wednesday, September 11, 2024 and items of discussion included reviewing the past spring/all-star seasons and the allocation adjustments of the fall season. The fall/winter maintenance schedule was also discussed. AYSO Region 630 new Regional Commissioner Peter Hardie, was introduced.

<u>Chamber of Commerce</u> – Director Greg Schnieders stated Rancho Family Fest two-day festival will take place at Central Park the weekend of October 5 & 6. The event is hosted by the RSM Chamber of Commerce, along with the City of RSM, SAMLARC, and US Alliance Group. Ticket sales are underway, and there are plenty of volunteer opportunities available. In response to the Airport Fire, the Chamber of Commerce rescheduled the event for November 19, 2024, from 5:00 to 8:00 p.m. at Dove Canyon Country Club. For the Directors that are registered for the event, please update your calendars. If you are not registered but

would still like to attend, please let Tita know, and she'll register you. Please visit the Chamber's website for more information on one or both great opportunities.

No Reports for this Month's Meeting

- Election Committee Chair Greg Wieckert
- Communications Committee Chair Jeff Halbreich
- Insurance Review Committee Chair Greg Wieckert
- Community Associations of Rancho
- 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 stated she had a great time at the Bourbon, Bacon and Blues event and is looking forward to Rancho Family Fest.

Director Nate Farnsworth commented that he could not attend the event but heard it was a great event and staff did a great job of promoting the event. He also added that he would not be running for the board again due to work commitments.

Director Jeff Halbreich – Absent

Director Paul Persiani thanked staff for their fantastic job on the event and added he had a great time.

Director Greg Schnieders stated Bourbon, Bacon and Blues was a great event.

Director Greg Wieckert had a great time and thanked staff as well as complimented the costumes they wore.

IX. Community Executive Officer Report

CEO George Blair thanked Director Farnsworth for working with the team on different projects and gave a shout out to Ozzy for putting together a slide show of the Lifestyle Summit held at Rancho Mission Viejo.

X. Events and Programs

Children's Gardening Workshop

Saturday, October 5th 10:00 AM – 11:00 AM Lago Santa Margarita Beach Club, Fiesta Room

Rancho Family Fest

Saturday, October 5th and Sunday, October 6th Saturday, 2:00 PM – 10:00 PM and Sunday, 2:00 PM – 8:00 PM Central Park

Adult Gardening Workshop

Saturday, October 19th 10:00 AM – 11:30 AM Lago Santa Margarita Beach Club, Fiesta Room

Halloween Family Festival

Thursday, October 31st 2:30 PM – 5:30 PM Central Park

XI. Next Meeting

Consistent with Board direction, the next meeting will be the Budget Workshop held on October 8, 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 6:37 p.m.

I certify that these minutes were duly approved by the Board of Directors on October 22, 2024.

Paul Persiani	Date: October 22, 2024
Paul Persiani, President	
Deborah Christensen	Date: October 22, 2024
Deborah Christensen, Secretary	

Prepared by: Tita Gervasi, Executive Assistant