



SAMLARC
Rancho Santa Margarita Landscape and Recreation Corporation
Board of Directors Meeting
Open Session
October 25, 2022
Minutes

Members Present

President Paul Persiani – Via Conference Call
Secretary Deborah Christensen
CFO Bob Louvar
Director Greg Schnieders
Director Charles Villafana
Director Greg Wieckert

Members Absent

Vice President Judy Vasquez

First Service Residential

SAMLARC Community Executive Officer George Blair
SAMLARC Assistant General Manager Jerry Corpuz
SAMLARC Beach Club Manager Star Meza
SAMLARC Park & Sports Field Manager Pat White
SAMLARC Community Services Manager Carla Galosic
SAMLARC Media & Communications Specialist Alexandra Kuhlmann
SAMLARC Project Coordinator Devin Swanson
SAMLARC Capital and Reserve Project Manager Eric Rosenkrantz
SAMLARC Executive Assistant Tita S. Gervasi

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:

- Election Items - Resignation of Board Member
- Vacant Committee Positions
- Landscape Services
- Bad Debt Write Off

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 October 25, 2022 Open Session Agenda.

Motion: Charles Villafana

Second: Deborah Christensen

Ayes: Paul Persiani, Deborah Christensen, Bob Louvar, Greg Schnieders, Charles Villafana, Greg Wieckert

Nays: None

III. Homeowners Forum

There were no homeowners present.

IV. Approval of the Minutes

Resolution: To approve the September 27, 2022, Board of Directors Open Session Minutes.

Motion: Greg Wieckert

Second: Greg Schnieders

Ayes: Paul Persiani, Deborah Christensen, Bob Louvar, Greg Schnieders, Greg Wieckert

Abstain: Charles Villafana

Nays: None

To approve the October 11, 2022 Budget Workshop Minutes.

Motion: Charles Villafana

Second: Greg Schnieders

Ayes: Paul Persiani, Deborah Christensen, Bob Louvar, Greg Schnieders, Charles Villafana, Greg Wieckert

Nays: None

VII. Items for Discussion and/or Approval

A. Acceptance of Resignation Submitted by Director Charles Villafana

Resolution: To accept the resignation submitted by Director Charles Villafana to the Board of Directors to be effective at the conclusion of the SAMLARC Board of Directors Open Session Meeting of October 25, 2022, and the appointment of his successor at the beginning of the SAMLARC Board of Directors Executive Session Meeting of November 15, 2022.

Motion: Paul Persiani

Second: Greg Wieckert

Ayes: Paul Persiani, Deborah Christensen, Bob Louvar, Greg Schnieders, Charles Villafana, Greg Wieckert

Nays: None

B. Consideration of Appointments to Vacant Board Committee Positions Held by Director Charles Villafana

Resolution: To appoint the following Directors to fill vacant committee positions held by Director Charles Villafana:

Deborah Christensen - Landscape and Facilities Enhancement Committee
Insurance Review Committee – To be appointed November 15, 2022
Greg Schnieders - Rancho Santa Margarita Youth Sports Council
Recycled Water Ad Hoc Committee – To remain vacant at this time

Motion: Paul Persiani
Second: Greg Wieckert
Ayes: Paul Persiani, Deborah Christensen, Bob Louvar, Greg Schnieders, Charles Villafana, Greg Wieckert
Nays: None

C. Consideration of Approval of Revisions to Architectural Standards and Policies & Guidelines for 2023

Resolution: To approve the proposed revisions to the Architectural Standards and Policies & Guidelines and direct Management to coordinate the postcard mailing notification of both documents to the Membership to include the 2023 Budget and 5300(b)(9) package. In compliance with Civil Code, this will begin the membership review process and to produce the required postcard mailer Services at a cost of \$5,296.49 with funds to be expended from Operating Account GL#S19111, Printing and Mailing.

Motion: Deborah Christensen
Second: Greg Schnieders
Ayes: Paul Persiani, Deborah Christensen, Bob Louvar, Greg Schnieders, Charles Villafana, Greg Wieckert
Nays: None

D. Consideration of Approval of Contract with Sunset Landscape Maintenance Services, Inc. for SAMLARC Streets and Trails

Proposed Resolution: To approve the renewal of a contract with Sunset Landscape Maintenance Services, Inc., which includes a 5% contract price increase to perform Landscape Services for SAMLARC Streets and Trails for the period of January 1, 2023 – December 31, 2023 using contract template (2A) Contract for Goods and/or Services and contract template (2B) Master Agreement for Goods and/or Services at a cost not to exceed \$1,670,566.01 to be expended from Operating Account GL#S18122, Streetscapes/Trails/ Open Space.

Motion: Charles Villafana
Second: Greg Wieckert

Ayes: Paul Persiani, Deborah Christensen, Bob Louvar, Greg Schnieders, Charles Villafana, Greg Wieckert

Nays: None

E. Consideration of Approval of Contract with Sunset Landscape Maintenance Services, Inc. for Tree Maintenance

Proposed Resolution: To approve the renewal of a contract with Sunset Landscape Maintenance Services, Inc., which includes a 5% contract price increase to perform Tree Maintenance for the period of January 1, 2023 – December 31, 2023 using contract template (2A) Contract for Goods and/or Services and contract template (2B) Master Agreement for Goods and/or Services at a cost not to exceed \$384,607.13 to be expensed from Operating Account GL#S18138, Tree Trimming/Removal

Motion: Paul Persiani

Second: Charles Villafana

Ayes: Paul Persiani, Deborah Christensen, Bob Louvar, Greg Schnieders, Charles Villafana, Greg Wieckert

Nays: None

VIII. 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: Charles Villafana

Second: Deborah Christensen

Ayes: Paul Persiani, Deborah Christensen, Bob Louvar, Greg Schnieders, Charles Villafana, Greg Wieckert

Nays: None

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:

- United Storm Water – Storm drain cleaning and Maintenance. New contract; no price increase; no change in terms of contract. (Trades or Goods & Services)
- Hydropoint – Irrigation Controller Connectivity – First Renewal, no price increase, no change in terms of contract. (Trades or Goods & Services)
- Entertaining Events – New contract; no price increase; no change in terms of contract. (Trades Master Contracts with Work Authorizations.)

B. Consideration of Recommendation from the Covenant Committee to Appoint Edith Carpenter as a Member of the Covenant Committee

Resolution: As recommended by the Covenant Committee, to appoint Edith Carpenter as a Member of the Covenant Committee.

C. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with Musco Sports Lighting for the Lamp Replacement on Sports Field Lights at Tijeras Creek Park and Cañada Vista Park

Resolution: To approve the recommendation from the Landscape and Facilities Enhancement Committee to approve a contract with Musco Sports Lighting LLC. for the lamp replacement of sports field lights at Tijeras Creek Park and Cañada Vista Park using contract template (2A) Contract for Goods and/or Services and contract template (2B) Master Agreement for Goods and/or Services at a cost not to exceed \$34,696 with funds to be expended from Reserve Account GL# S23125, Community Park Reserve.

D. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve Contracts with Juan and Sons and Sun Pac Storage Containers for the Moving and Storage of Office Furniture During the Office Renovation

Resolution: To approve the recommendation from the Landscape and Facilities Enhancement Committee to approve a contract with Juan and Sons for the removal and re-installation of all furniture at the SAMLARC Business Office using contract template (2A) Contract for Goods and/or Services and contract template (2B) Master Agreement for Goods and/or Services at a cost not to exceed \$3,184 with funds to be expended from Reserve Account GL# S23143, Business Office Reserve,

and,

To approve a contract with Sun Pac Storage Containers, Inc. for the rental of two (2) 40' on-site storage containers at the SAMLARC Business Office using contract template (2A) Contract for Goods and/or Services and contract template (2B) Master Agreement for Goods and/or Services at a cost not to exceed \$1,220 with funds to be expended from Reserve Account GL# S23143, Business Office Reserve.

E. Consideration of Recommendation by the Budget and Cash Flow Committee to Approve the August 2022 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 August 25, 2022. The amount due is six thousand, four hundred seventy-one dollars and ten cents (\$6,471.10).

F. Consideration of Recommendation by the Budget and Cash Flow Committee to Approve the September 2022 Financial Statement

Resolution: As recommended by the Budget and Cash Flow Committee, to approve the financial statement and bank reconciliation dated September 30, 2022. The balance sheet dated September 30, 2022 reflects assets of \$15,000 in Restricted Property

Insurance Deductible Fund, \$8,312,950 in Reserve funds, \$1,745,874 in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$10,075,474, along with a security deposit of \$7,806. The income statement for September 30, 2022 reflects year-to-date net income of \$170,635 compared to budgeted net income of (\$194,693). Year-to-date reserve funding is \$874,014 compared to a budget of \$859,914. All figures are rounded.

G. Consideration of Approval of Contract with Daniel A. Nordberg Esq. with Nordberg and DeNichilo, LLP for Professional Legal Services

Resolution: To approve a Contract with Nordberg and DeNichilo, LLP for professional legal services for a period of twelve months beginning January 1, 2023 and concluding December 31, 2023, with a retainer of \$2,604 per month, using contract template (xx).

H. Consideration of Approval of Contract with Pacific Utility Audit for Utility Auditing Services

Resolution: As recommended by the Budget and Cash Flow Committee, to renew the contract with Pacific Utility Audit for utility auditing services. The renewal period is from November 18, 2022 to November 17, 2023 using contract template (5), Renewal to Contract.

I. Consideration of Approval of Contract with Chic Party Rentals from November 1, 2022 to October 31, 2023 to Provide Goods and/or Services at SAMLARC Events and Approval of Work Authorizations for the Christmas Tree Lighting and Carols 'Round the Lake Events

Resolution: To approve a contract with Chic Party Rentals from November 1, 2022, to October 31, 2023, to provide goods and/or services at SAMLARC events using contract template (2A) Contract for Goods and/or Services and contract template (2B) the Master Agreement for Goods and/or Services;

and,

To approve Work Authorization #11 with Chic Party Rentals to provide rental equipment for the Christmas Tree Lighting event at the Lago Santa Margarita Lakeshore Park on Saturday, December 3, 2022, at a total cost not to exceed \$2,355.72 to be expended from GL#S18583, Tree Lighting.

and,

to approve Work Authorization #12 with Chic Party Rentals to provide rental equipment for the Carols 'Round the Lake event at the Lago Santa Margarita Lakeshore Park on Saturday, December 10, 2022, at a total cost not to exceed \$1,919.94 to be expended from GL#S18550, Carols 'Round the Lake.

J. Consideration of Approval of Contract with RC Productions to Provide Sound and Lighting System Services at the Christmas Tree Lighting Event at the Lakeshore Seasonal Stage

Resolution: To approve a contract with RC Productions to provide sound and lighting system services at the Christmas Tree Lighting event at the Lakeshore Seasonal Stage on Saturday, December 3, 2022 using contract template (1A) the Short Form Contract

for Goods and/or Services and contract template (1B) the Short Form Master Agreement for Goods and/or Services at a total cost of \$3,400 with funds to be expended from GL#S18583, Tree Lighting.

K. Consideration of Approval of Contract with Jolly Jumps from October 25, 2022, to October 24, 2023, to Provide Goods and/or Services at SAMLARC Events

Resolution: To approve a contract with Jolly Jumps from October 25, 2022, to October 24, 2023, to provide goods and/or services at SAMLARC events using contract template (2A) Contract for Goods and/or Services and contract template (2B) the Master Agreement for Goods and/or Services.

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

Resolution: To approve the renewal of a contract with Mosaic Consulting, Inc., to perform Landscape Consultant Services for SAMLARC Landscape for the period of January 1, 2023 – December 31, 2023 using contract template (2A) Contract for Goods and/or Services and contract template (2B) Master Agreement for Goods and/or Services at a cost not to exceed \$117,117 to be expended from Operating Account GL#S18142, Landscape Management Consultant.

M. Consideration of Approval of Contract with Brightview Landscape for Landscape Services for SAMLARC Parks

Resolution: To approve the Contract with Brightview Landscape Services, which includes a 5% contract price increase to perform Landscape Services for SAMLARC Parks for the period of January 1, 2023 – December 31, 2023 using contract template (2A) Contract for Goods and/or Services and contract template (2B) Master Agreement for Goods and/or Services at a cost not to exceed \$1,069,760.32 to be expended from Operating Account GL#s S15122, S16122, S17122 Landscape Services for Lake/Lakeshore, Beach Club/Lagoon, and Community Parks.

N. Consideration of Approval of Contract Renewal with Orange Coast Fence Company

Resolution: To approve the renewal of a contract with Orange Coast Fence Company, to perform various maintenance services for a period of twelve (12) months beginning November 24, 2022, and ending November 23, 2023, using contract template (5) First Renewal of Contract and/or Services.

O. Consideration to Approve a Ratification of a Work Authorization with 24 HRC for Removal and Reinstallation of the Flagpole Located at South Lakeshore for Christmas Tree

Resolution: To approve Work Authorization #022 with 24HRC for the removal and reinstallation of the flagpole located at South Lakeshore for Christmas tree using template (4) Work Authorization for Goods and/or Services at a total cost not to exceed \$1,900 with funds expended from GL#S15127 Lake/Lakeshore, Minor Repair & Purchases.

P. Consideration to Approve a Work Authorization with Diamonds Sports Field Services Inc., to Provide High Chain Link Fencing at Carols' Round the Lake

Resolution: To approve Work Authorization #069 with Diamonds Sports Field Services Inc, to provide high chain link fencing at Carol's Round the Lake using contract template (4) Work Authorization for Goods and/or Services at a total cost not to exceed \$480.00 with funds to be expended from GL#S18550, Carols' Round the Lake.

Q. Consideration to Approve a Work Authorization with Dave Bang Associates, Inc. for Repairs to Central Park, Estrella Vista Park, and Trabuco Mesa Park Playgrounds

Resolution: To approve Work Authorization #030 with Dave Bang Associates Inc., for repairs to Central Park, Cielo Vista Park, Estrella Vista Park, and Trabuco Mesa Park Playgrounds using contract template (4) Work Authorization for Goods and/or Services at a total cost not to exceed \$7,087.34 to be expended from Operating Account GL# S17127, Minor Repairs & Purchases.

R. Consideration of Approval of Request to Proceed with Liens

Resolution: To authorize and instruct Management to record a lien on twenty-one (21) 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 October 2022 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 October 25, 2022, 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
0129-06	\$461.00	5813-03	\$822.00	2646-07	\$3,546.28
4074-06	\$471.00	8225-03	\$461.00	3354-01	\$2,011.88
5745-03	\$2,828.08	1418-05	\$367.00	5422-02	\$461.00
7947-06	\$461.00	2469-01	\$461.00	7304-07	\$461.00
B186-02	\$496.00	5217-03	\$759.00	A471-04	\$461.00
3983-01	\$345.00	6388-06	\$663.00	2875-01	\$337.00
2281-04	\$461.00	8813-03	\$461.00	4656-02	\$535.00

IX. Board Committee Reports

This time is 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 Bob Louvar reported the committee met on October 19, 2022 and it was reported the CDs purchased with reserve and operating funds are paying

more interest than a year ago. The BCFC is actively rolling over matured funds into higher yielding investments that mature in 2023 and 2024. Recommendations were made for renewed contracts with Invisible Accounting Solutions for 2022 financial audit and tax preparation services and Pacific Utility Audit, for utility plan auditing. Management is reviewing some options to improve reporting presentations. The BCFC will be apprised of findings early in the year.

Communications Committee – Chair Deborah Christensen reported the committee last met on October 12, 2022 to discuss the SAMLARC website building process, marketing, and digital engagement. The Committee will next meet in January 2023 to discuss the website, future communications initiatives, and digital engagement rates.

Community Lifestyle Committee – Director Louvar reported on behalf of Chair Judy Vasquez. Director Louvar reported the committee met on Tuesday, October 18, 2022 to evaluate past events, discuss event details for upcoming events, and finalize the 2023 lifestyle calendar of events. The next meeting is scheduled for Tuesday, November 8, 2022.

Landscape and Facilities Enhancement Committee – Chair Charles Villafana reported on behalf of Chair Judy Vasquez. Director Villafana reported the LFEC met virtually on Friday, October 14, 2022 to discuss items and provide recommendations, if required, to the Board of Directors. The following are the items that were discussed and reviewed: Altisima Renovation update, Business Office Paint & Carpet Project, Sports Field Light Replacements, October Lake Water Test Results, and Fall Fish Stocking. The next LFEC meeting will take place on Friday, November 11, 2022.

Recycled Water Ad Hoc Committee – Chair Paul Persiani reported the committee has not met since the last Board Meeting. The next meeting is to be determined.

Insurance Review Committee – Chair Greg Wieckert reported the committee has not met since our last meeting and during the month of October, SAMLARC did not file any claims. On Thursday, October 20, 2022 SAMLARC was dismissed from a cross-complaint where SAMLARC was inaccurately named.

Election Committee – Chair, Greg Wieckert reported the committee met on Friday, October 21, 2022, and set the deadline of December 5, 2022 for candidate rescission as well as nominated four (4) candidates that submitted Board of Director applications for Election to the SAMLARC Board of Directors in accordance with the Bylaws and Election Policies and Guidelines Manual.

Committee Liaison Reports:

Architectural Review Committee – Director Deborah Christensen reported the committee met on October 10, 2022 and October 24, 2022 and reviewed twenty-seven (27) submittals approving all twenty-seven (27). The next SAMLARC Architectural Committee Meeting will be held on November 14, 2022 at 12:00 p.m. via Zoom.

Chamber of Commerce – Director Bob Louvar reported Rancho Family Fest 2022 was a successful event led by the Chamber of Commerce and supported by the City of Rancho Santa Margarita, various vendors and sponsors including SAMLARC, Providence Health Care, USAG, and community volunteers. Upcoming events include “Beer and Bingo” to be held on November 15, 2022 at Daily’s Sports Grill from 5:30-7:30 pm and “Jingle & Mingle” mixer to be held on December 1, 2022 at Santa Margarita Toyota from 5:30 – 8:00 p.m. New

members added the month of October include: Annie Del Rio and Yogurt Glamour Skincare and Soaps, and Eric Yun with the Orange County Registrar of Voters

Covenant Committee – Director Deborah Christensen reported the committee met via Zoom on Tuesday, October 4, 2022 and reviewed six (6) violations: Five were assessed fines, one was offered an extension. The next meeting is scheduled for Tuesday, November 1, 2022 at 4:00 p.m. via Zoom.

Sports Council – Director Charles Villafana reported the next meeting is scheduled for December 14, 2022 at 7:30 a.m. at the Beach Club Fiesta Room.

City of Rancho Santa Margarita – President Paul Persiani reported SAMLARC and the City have not met since our last meeting. The next meeting is scheduled to take place on November 9, 2022 prior to the Veterans Day Reception that George and I have been invited to attend.

Community Associations of Rancho – Director Greg Schnieders reported CAR met in person at the Trabuco Canyon Water District on Tuesday, October 4, 2022. Items of discussion included an introduction to RSM Voice Group, key members of the RSM Voice Group presented an overview of the organization and its aims. The group is focused on identifying local legislative and civic issues that impact residents. RSM Voice Group aims to educate residents on local election timelines, fire safety resources, traffic impacts, etc. Information about the most recent Fire Advisory Board Meeting and the H2O for HOAs event on Tuesday, October 11, 2022, at the Crown Valley Community Center. The event focused on providing HOAs with educational resources on drought impacts, rebates/grants for landscape renovation, and long-term landscape care. The next CAR meeting is scheduled for Tuesday, November 1, 2022 from 7:30 - 9:00 a.m. at the Trabuco Canyon Water District and will feature a presentation from Captain Kennedy with OCSA.

X. Director's Report

This time is set-aside for each Director to provide a brief report regarding other items of note.

Director Deborah Christensen thanked Charles for his dedication to the Board and his work on reviewing the insurance policy to find items SAMLARC did not need saving the association thousands of dollars.

Director Robert Louvar echoed Deborah's comments and said he would miss Charles.

Director Paul Persiani stated he has had fun and been enlightened as well as educated while serving with Charles. His expertise in Lake Management is extensive and added he would miss him.

Director Greg Schnieders commented Charles left some big boots to fill.

Director Judy Vasquez – Absent

Director Greg Wieckert stated it was a job well done and thanked him for his service.

Director Charles Villafana thanked the Board stating it has been fun and a fantastic Board that he expects them to do great things. The Board is community focused and will keep things moving forward.

XI. Community Executive Officer Report

CEO George Blair thanked Charles for his service and support with Lake and management of other projects. He will be missed by the Board and Management.

XII. Next Meeting

Consistent with Board direction, the next meeting will be held on Tuesday, November 15, 2022 at 6:00 p.m.

XIII. Adjournment

There being no further business to come before the Board of Directors, the meeting was adjourned at 6:22 p.m.

I certify that these minutes were duly approved by the Board of Directors on November 15, 2022.

Paul Persiani
Paul Persiani, President

Date: November 15, 2022

Deborah Christensen
Deborah Christensen, Secretary

Date: November 15, 2022

Prepared by: Tita S. Gervasi, Executive Assistant