



**SAMLARC**  
Rancho Santa Margarita Landscape and Recreation Corporation  
Board of Directors Meeting  
**Open Session**  
June 28, 2022  
**Minutes**

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**Members Present**

Vice President Judy Vasquez  
Secretary Deborah Christensen  
CFO Bob Louvar  
Director Greg Schnieders  
Director Charles Villafana  
Director Greg Wieckert

**Members Absent**

President Paul Persiani

**First Service Residential**

SAMLARC Community Executive Officer George Blair  
SAMLARC Executive Assistant Tita S. Gervasi  
SAMLARC Community Lifestyle & Beach Club Director Marley Sansom  
SAMLARC Media & Communications Specialist Alexandra Kuhlmann  
SAMLARC Project Coordinator Devin Swanson  
SAMLARC Project Coordinator Eric Rosenkrantz

**Others Present**

Corporate Counsel, Daniel A. Nordberg, Esq., Nordberg Law Group, Of Counsel to Richardson|Ober|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:

- Extension of Foreclosure Sale for SAMLA 1207-05

**I. Call to Order**

Vice President Judy Vasquez 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 June 28, 2022 Open Session Agenda.

Motion: Charles Villafana

Second: Deborah Christensen

Ayes: Judy Vasquez, Deborah Christensen, Bob Louvar, Charles Villafana, Greg Schnieders, Greg Wieckert

Nays: None

**III. Homeowners Forum**

There were no homeowners present.

**IV. Approval of the Minutes**

Resolution: To approve the May 24, 2022, Board of Directors Open Session Minutes.

Motion: Greg Wieckert

Second: Bob Louvar

Ayes: Judy Vasquez, Deborah Christensen, Bob Louvar, Greg Schnieders, Greg Wieckert

Abstain: Charles Villafana

Nays: None

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

**A. Consideration of Sponsorship of Chamber of Commerce and Rancho Family Fest**

Resolution: To approve sponsorship of the Chamber of Commerce and Rancho Family Fest to include the following:

1. Cash contribution in the amount of \$10,000 to assist producing the event
2. Publicity and event promotion through SAMLARC website and social media channels
3. In-kind staff assistance in event planning and preparation and "day of" activities
4. Waiver of SAMLARC's Park Use fees for the event

Motion: Charles Villafana

Second: Deborah Christensen

Ayes: Judy Vasquez, Deborah Christensen, Bob Louvar, Charles Villafana, Greg Schnieders, Greg Wieckert

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).**

**A. Contracts to Expire October 2022**

Motion: Charles Villafana

Second: Bob Louvar

Ayes: Judy Vasquez, Deborah Christensen, Bob Louvar, Charles Villafana, Greg Schnieders, Greg Wieckert

Nays: None

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:

- Advanced Aquatic Technology – Provide maintenance, repair, and new Lago Santa Margarita aeration equipment projects. First renewal of contract, no price increase, no change in terms of contract.
- Collins Company – Maintain and repair various construction projects. Second Renewal, no price increase, no change in terms of contract.
- DTS – To perform towing Services as required – Second Renewal, no price increase, no change in terms of contract.
- Gerard Signs & Graphics – Provide installation and removal services of holiday banners on streetlight poles. First renewal of contract, 8.5% price increase, no change in terms of contract.

**B. Consideration of Membership Commentary on Implementation of a Validation Notice in SAMLARC’s Delinquency Policy and Approval of the Amended Delinquency Policy**

Resolution: To approve the Amended Delinquency Policy retroactively to June 1, 2022.

**C. Consideration of Approval of Limited Use License Agreements between Rancho Santa Margarita Landscape and Recreation Corporation and Saddleback Valley Unified School District for Use of Trabuco Mesa Park by Trabuco Mesa Elementary School for the 2022-2023 School Year**

Resolution: To approve a Limited Use License Agreement (LULA) between the Rancho Santa Margarita Landscape and Recreation Corporation (SAMLARC) and Saddleback Valley Unified School District (SVUSD) for use of Trabuco Mesa Park by Trabuco Mesa Elementary School for the 2022-2023 School Year with the following key contract provisions:

1. Limited Use Agreement is based on SVUSD Board Approved School Calendar for 2022-2023 School Year. With the status of the new school year unknown dates may be adjusted if school year calendar requires modification.
2. Use area to be approximately 19,720 sq. ft. as approved by the school Principal.
3. Approved activities revised to those provided by the school principal as identified on the Area of Use, Exhibit C.
4. Language addressing Indemnification, Release, Waiver, and Covenant Not to Sue related to claims arising from the use of the Park and all other claims.
5. Language naming SAMLARC additionally insured on SVUSD’s insurance policy or that SVUSD secure a separate insurance policy to protect SAMLARC against the cost of potential litigation by SVUSD.
6. Use Fee: \$500

**D. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the April 2022 Credit Card Statement**

Resolution: As recommended from 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 April 25, 2022. The amount due is nine thousand, four hundred thirty-five dollars and ninety-one cents (\$9,435.91).

**E. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the May 2022 Financial Statement**

Resolution: As recommended from the Budget and Cash Flow Committee, to approve the financial statement and bank reconciliation dated May 31, 2022. The balance sheet dated May 31, 2022 reflects assets of \$15,000 in Restricted Property Insurance Deductible Fund, \$8,238,086 in Reserve funds, \$2,145,719 in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$10,400,456, along with a security deposit of \$7,480. The income statement for May 31, 2022 reflects year-to-date net income of \$559,290 compared to budgeted net income of \$105,228. Year-to-date reserve funding is \$490,408 compared to a budget of \$477,730. All figures are rounded.

**F. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve Work Authorization #002 with Lake Management, Inc. for the Replacement of a Backwash Drain Pump and Purchase of a Duplicate Back Up Pump at the Beach Club**

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #002 with Lake Management, Inc. to replace a backwash drain pump and purchase a duplicate back up pump at the Beach Club using contract template (4) Work Authorization for Goods and/or Services at a cost of \$4,347.89 with funds expended from Reserve GL#S23120, Swim Lagoon Reserve and Operating GL#S16105, Lagoon Operations, Beach Club/Lagoon.

**G. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with Precision Painting for Phase I Bench Refurbishment Project at Central Park, Vista Verde Park, Los Abanicos Trail and Los Paseos Trail**

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with Precision Painting for Phase I Bench Refurbishment Project at Central Park, Vista Verde Park, Los Abanicos Trail and Los Paseos Trail using contract templates (2A) Contract for Goods and/or Services and (2B) Master Agreement for Goods and/or Services at a cost not to exceed \$21,600 and a project contingency of \$4,320 funds to be paid from Reserve GL#S23125, Community Park Reserve

**H. Consideration of Recommendation from the Community Lifestyle Committee to Approve an Adult-Only Luau at the Lagoon End of Summer Event**

Resolution: As recommended by the Community Lifestyle Committee, to approve an adult-only, Luau at the Lagoon, end of summer event on Saturday, September 24, 2022;

and,

To approve a contract with Entertaining Events at a cost not to exceed \$22,750, with funds to be expended from the cancelled event account GL#S18584, Snow Day. If approved, a named revenue and expense account will be created.

**I. Consideration of Approval of First Contract Renewal with Inspector Playground for Playground Inspection Services for the Period of June 28, 2022 – June 27, 2023**

Resolution: To approve a first contract renewal with Inspector Playground to provide playground inspection services for the period of June 28, 2022 – June 27, 2023, using contract template (3A) Contract for Professional/Consultant Services at a total cost not to exceed \$19,690, with funds to be expended from Operating Account GL#S17155, Supplemental Common Area Services, Specific to the Community Parks.

**J. Consideration of Approval of First Contract Renewal with Diamonds Sports Field Services, Inc. to Provide Year-Round Maintenance of Sports Field Infield Services and Supplemental Common Area Services**

Resolution: To approve a first contract renewal with Diamonds Sports Field Services, Inc. to provide year-round maintenance of Sports Field infields and supplemental common area services for the period of August 23, 2022 to August 22, 2023 using contract template (5) Contract for Goods and/or Services, at a total cost not to exceed \$64,320, with funds to be expended from Operating Accounts GL# S17155 Supplemental Common Area Services, Specific to Parks (\$16,548) and GL # S17141, Sports Field Maintenance (\$47,772).

**K. Consideration of Approval of a Work Authorization with Diamonds Sports Field Services Inc., for Repairs to SAMLARC Arena**

Resolution: To approve Work Authorization #066 with Diamonds Sports Field Services Inc, for repairs to SAMLARC Arena using contract template (4) Work Authorization for Goods and/or Services at a total cost not to exceed \$4,920 expended from Operating Account GL#S17141 Sports Field Maintenance.

**L. Consideration of Approval of a Work Authorization with La Cresta Enterprises, Inc. to Repair and Replace Fifteen (15) Backflow Devices**

Resolution: To approve Work Authorization #025 with La Cresta Enterprises, Inc. to repair and replace fifteen (15) backflow devices using contract template four (4) Work Authorization for Goods and/or Services at a total cost not to exceed \$8,392.50 with funds to be expended from Operating Account GL#S18155, Supplemental Common Area Services.

**M. Consideration to Approve a Ratification of a Work Authorization with Dave Bang Associates, Inc. for Replacement of Basketball Rims**

Resolution: To approve the ratification of Work Authorization #028 with Dave Bang Associates Inc., for repairs to Altissima Park Playground using contract template (4) Work Authorization for Goods and/or Services at a total cost not to exceed \$654.94 with funds expended from Operating GL# S17127 Minor Repairs and Purchases

## **VII. 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 June 15, 2022 to discuss the rising interest rates. Rates for rollover CD maturities is approximately 2.5% with some higher rates for longer maturities. Interest on reserve holdings paid in 2022 through May exceeds the annual budget by approximately \$9K. The financial statements illustrate excellent financial position. All tracked metrics are favorable to budget at this time, and all are projected to remain that way through year end. The next regular meeting of the Committee is on July 20, 2022.

Communications Committee – Chair Deborah Christensen reported the Committee has not met since the April 6, 2022 meeting. The next meeting is scheduled for July 13, 2022 and is anticipated to include a discussion of Quarter 2 digital engagement, the SAMLARC Life mobile app, and 2023 initiatives.

Community Lifestyle Committee – Chair Judy Vasquez reported the Committee met on Tuesday, June 7, 2022 and evaluated past events and programs; discussed the details of upcoming events including July 4<sup>th</sup>, Music at the Lagoon, Screen on the Green and Great Rancho Campout, and the adult only end of summer Luau at the Lagoon event that was presented to the Board this evening. The 2023 Community Lifestyle Budget was reviewed as well. The next meeting is scheduled for Tuesday, July 12, 2022.

Landscape and Facilities Enhancement Committee – Chair Charles Villafana reported the Committee met virtually on Friday, June 17, 2022 to discuss and provide recommendations to the Board of Directors on several items, some of which were discussed earlier this evening. The next meeting is scheduled for Friday, July 15, 2022.

Recycled Water Ad Hoc Committee – Vice President Judy Vasquez spoke on behalf of Chair Paul Persiani who was absent from this meeting. Director Vasquez reported the Committee has not met since the last Board Meeting. The SMWD Board has not taken any formal action on the project, nor the letter sent by SAMLARC. SMWD staff continues to work on the planning, engineering, and preparation of grants for the project. The next meeting is yet to be determined.

Insurance Review Committee – As of June 14, 2022, Director Wieckert became the Chair for the Insurance Review Committee. He was introduced to Mr. Matthew Koch who will be the contact person and advocate for SAMLARC with all claims moving forward. The Claims & Risk Department is a new service offered to SAMLARC following the merger of Hays and Brown & Brown. The Committee will meet quarterly with Mr. Koch to discuss, and review claims as well as market trends. Mr. Koch will also conduct a visit to SAMLARC, so he has a better understanding of the association's needs. The next IRC meeting will take place in September. A specific date has yet to be determined.

### Committee Liaison Reports:

Architectural Review Committee – Director Deborah Christensen reported the Committee met on June 13, 2022 and June 27, 2022 reviewed and approved a total of sixty-three (63)

submittals. The next SAMLARC Architectural Committee Meeting will be held on July 11, 2022 at 12:00 p.m. via Zoom.

Chamber of Commerce – Director Bob Louvar reported the Chamber hosted a Meet and Greet with Supervisor Don Wagner on June 16, 2022. This was a great opportunity to connect with the new Orange County Supervisor from the 3<sup>rd</sup> District. Upcoming opportunities include the annual State of the City on September 9, 2022.

Covenant Committee – Director Deborah Christensen reported the Committee met via Zoom on Tuesday, June 7, 2022 and reviewed ten violations. Three homes were assessed fines, five were offered an extension, one was offered IDR, and two had their fines rescinded. The next Covenant Committee meeting is scheduled for Tuesday, July 5, 2022 at 4:00 p.m. via Zoom.

Sports Council – Director Charles Villafana reported the Sports Council met in person on June 8, 2022. Items of discussion included were fall field requests, summer maintenance projects, and a request from the leagues for improvements. The next meeting is scheduled for September 14, 2022.

City of Rancho Santa Margarita – Vice President Judy Vasquez reported on behalf of President Paul Persiani who was unable to attend this evening’s meeting. Director Vasquez reported that SAMLARC and the City, including the Board President and Mayor, met in person on Wednesday, June 8, 2022. Items of discussion included holiday décor, summer events and large gatherings, SMWD recycled Water Project, an update on the Site-Specific Trespass Notice, 4<sup>th</sup> of July, and the Vista Room at the Altissima Office. The next meeting will take place on Wednesday, September 28, 2022.

Community Associations of Rancho – Director Greg Schnieders reported the Community Associations of Rancho (CAR) met in person on Tuesday, June 7, 2022. Topics of discussion included the CIP Presentation by Brendan Dugan with the City of RSM, discussion regarding the Laguna Niguel fire, and the housing element update. The meetings will return to Trabuco Canyon Water District beginning on July 12, 2022.

Currently Dark - Committees and Liaison Reports:

Election Committee – Chair, Greg Wieckert

**VIII. Director’s Report**

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

Director Deborah Christensen – No report.

Director Robert Louvar – Spoke regarding SMWD and stated he would like to get ahead of the State mandates if SMWD imposes restrictions. CEO George Blair responded that Management has pulled the Drought Plan from the last mandate and has been meeting with Mosaic Consulting in order to get ahead of the issue.

Director Paul Persiani – Absent.

Director Greg Schnieders – Reported he had attended the Fishing Derby and it was a great turnout and was spread around the Lake with worked out great.

Director Judy Vasquez – No report.

Director Charles Villafana – Reported he was unable to attend the Fishing Derby but heard great things about it. He acknowledged and thanked staff for their hard work. He also thanked Management for keeping the meetings short. He credited this to projects and issues brought to the Committees for discussion and action. He wanted to let Management know he appreciates their efforts.

Director Greg Wieckert – Commented that the adult Luau is a great idea, and he looks forward to the event.

## **IX. Community Executive Officer Report**

CEO George Blair requested that if the Board has not yet responded to the VIP Reception, to please send their replies. The Fishing Derby was a great success. Star Meza took the lead on the event and worked with Lifestyle and Beach Club Director Marley Sansom.

## **X. Events and Programs**

### **Star Spangled Spectacular**

Monday, July 4<sup>th</sup>

8:00 a.m. – 9:00 p.m.

Lago Santa Margarita Beach Club

### **Music at the Lagoon**

Fridays Beginning July 8<sup>th</sup>

5:00 p.m. – 7:00 p.m.

Lago Santa Margarita Beach Club

### **Screen on the Green: Encanto**

Friday, July 22<sup>nd</sup>

7:30 p.m. – 9:00 p.m.

Central Park

## **XI. Next Meeting**

Consistent with Board direction, the next meeting will be held on July 26, 2022 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 6:16 p.m.



I certify that these minutes were duly approved by the Board of Directors on July 26, 2022.

*Paul Persiani*  
Paul Persiani, President

Date: July 26, 2022

*Deborah Christensen*  
Deborah Christensen, Secretary

Date: July 26, 2022

Prepared by: Tita S. Gervasi, Executive Assistant