



SAMLARC
Rancho Santa Margarita Landscape and Recreation Corporation
Board of Directors Meeting
Open Session
July 26, 2022
Minutes

Members Present

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

Members Absent

First Service Residential

SAMLARC Community Executive Officer George Blair
SAMLARC Assistant General Manager Jerry Corpuz
SAMLARC Community Lifestyle & Beach Club Director Marley Sansom
SAMLARC Park & Sports Field Manager Pat White
SAMLARC Media & Communications Specialist Alexandra Kuhlmann
SAMLARC Capital and Reserve Project Manager Eric Rosenkrantz

Others Present

Corporate Counsel, Daniel A. Nordberg, Esq., Nordberg Law Group, Of Counsel to Richardson|Ober|DeNichilo, LLP.
Landscape Consultant, Devin Sanders, Mosaic Consulting, Inc.

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:

- USPS Mailboxes
- Foreclosures
- 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 July 26, 2022 Open Session Agenda.

Motion: Charles Villafana

Second: Deborah Christensen

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

Nays: None

III. Presentation

A. Presentation Honoring the July 4th Voice of SAMLARC Winners

B. Presentation Honoring The Bridge Church for their July 4th Performance

C. Presentation by Santa Margarita Water District Regarding the Current Drought Conditions

IV. Homeowners Forum

Curt Stanley, Chamber of Commerce representative thanked the Board for their partnership with Rancho Family Fest.

Ms. Lisa Hillman came before the Board to speak about the mailboxes within SAMLARC and wanted to know whose responsibility it is to repair or replace them.

V. Approval of the Minutes

Resolution: To approve the June 28, 2022, Board of Directors Open Session Minutes.

Motion: Charles Villafana

Second: Deborah Christensen

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

Nays: None

VI. Items for Discussion and/or Approval

A. Discussion Regarding Impacts of Current Drought Conditions on SAMLARC Landscape

Administrative Direction: Consult with Santa Margarita Water District to see if they would consider an alternate Drought Management Plan as submitted in 2015. If so, for Management along with Mosaic Consulting, Inc. to update/streamline the Drought Management Plan and have it ready when it is requested by the Water District.

VII. 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: Greg Wieckert

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

Nays: None

A. Contracts to Expire November 2022

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:

- Pacific Utility Audit – Analyze utility rate structures and ensures that SAMLARC has the most optimal rate plan offered by Southern California Edison. Second Renewal of contract, no price increase, no change in terms of contract.
- Orange Coast Fence – Maintenance, repair, and new fencing projects. First Renewal, no price increase, no change in terms of contract.
- The Bee Man – Pest Control services, First Renewal, no price increase, no change in terms of contract.
- Tony's Locksmith – Maintenance, repair, and new projects. First Renewal, no price increase, no change in terms of contract.
- Triton Air – Maintenance, repair, and new projects. First Renewal, no price increase, no change in terms of contract.
- Taylor Tennis – Maintenance, repair, and new projects. First renewal of contract, no price increase, no change in terms of contract.
- HOA Technology – Wireless internet connection, hardware, maintenance and support at the Beach Club. New Contract term, 15% price increase, no change in terms of contract.

B. Consideration of Appointment of Susan Lokietz to Serve on the 2023 Election Committee

Resolution: To appoint Susan Lokietz to serve as a member of the Election Committee.

C. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the May 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 May 25, 2022. The amount due is eight thousand, five hundred fifteen dollars and thirty-nine cents (\$8,515.39).

D. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the June 2022 Financial Statement

Resolution: As recommended by the Budget and Cash Flow Committee, to approve the financial statement and bank reconciliation dated June 30, 2022. The balance sheet dated June 30, 2022, reflects assets of \$15,000 in Restricted Property Insurance Deductible Fund, \$8,217,201 in Reserve funds, \$2,261,443 in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$10,495,294, along with a security deposit of \$7,806. The income statement for June 30, 2022 reflects year-to-date net income of \$681,418 compared to budgeted net income of \$97,793. Year-to-date reserve funding is \$585,626 compared to a budget of \$573,276. All figures are rounded.

E. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with Taylor Tennis Courts for Tennis Court Resurfacing/Repairs for Arroyo Vista Park and Mesa Linda Park

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with Taylor Tennis Courts for resurfacing/repairs for the tennis courts at Arroyo Vista Park and Mesa Linda Park using contract template (2A) Contract for Goods and/or Services and contract template (2B) Master Contract for Goods and/or Services at a total cost not to exceed \$29,500.00 and a project contingency of \$2,950.00 with funds expended from Reserve GL#S23125, Community Park Reserve.

F. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Work Authorization with 24HRC for the Wall Repair and Glass Panel Replacement for 3 Los Platillos

Resolution: As recommended by the Landscape & Facilities Enhancement Committee, to approve Work Authorization #018 with 24HRC for the wall repair and glass panel replacement at 3 Los Platillos using template Work Authorization for Goods and/or Services at a cost not to exceed \$7,789.00 with an additional budgeted contingency of \$1,557.80 for a total amount not to exceed \$9,346.80 to be expended from Reserve GL# 23138, Walls and Fences Reserve.

G. Consideration of Approval of Contract with SiteOne Landscape Supply, LLC to Provide Year-Round Maintenance of Electric Controllers and Irrigation Installation and Repairs; and to Approve a Work Authorization for Installation of WeatherTrak Equipment

Resolution: To approve a contract with SiteOne Landscape Supply, LLC to provide year-round maintenance of Electrical Work and Irrigation Repairs/Installation from July 26, 2022 to July 25, 2023 using contract template 2A Contract for Goods and/or Services and 2B Master Agreement for Goods and/or Services;

and,

To approve Work Authorization #001 with SiteOne Landscape Supply, LLC, for the removal and replacement of one WeatherTrak Antenna and Hydropoint Mini Chassis, and installation of one Secondary Surge Arrester using template (4) Work Authorization for Goods and/or Services at a cost not to exceed \$2,857, with funds to be expended from GL#S18121, Irrigation Repairs, Streetscapes. Management added sales tax of 7.25% to SiteOne's bid as sales tax is not included in SiteOne's quoted price in the amount of \$2,663.10.

H. Consideration of Approval of Contract with Holiday Harbor Lighting Company for the 2022 Holiday Lighting and Decoration Program

Resolution: To approve a contract with Holiday Harbor Lighting Company for the 2022 Holiday Lighting and Decoration Program using template number (2A) Contract for Goods and Services and (2B) Master Contract for Goods and Services at a cost not to exceed \$39,041 to be expended from GL#S18128, Holiday Decorations/Lighting.

I. Consideration of Approval of Request to Proceed with Liens

Resolution: To authorize and instruct Management to record a lien on nine (9) 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 July 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 July 26, 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
1370-07	\$461.00	2376-02	\$461.00
4184-03	\$471.00	6104-04	\$461.00
7666-02	\$472.08	3069-02	\$981.00
2286-09	\$1164.28	6815-02	\$1186.00
4321-07	\$361.00		

VIII. 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 July 20, 2022 and discussed rising interest rates, an update on the effects of inflation on SAMLARC's expenses, increases are occurring on non-contracted items such as chemicals for the pools/lagoon and labor for service providers. Some increases are double digits on a percentage basis but are not considerable in monetary terms. Expenses are anticipated to be below budget, with revenue and net income over budget at year end. The next meeting is scheduled for August 10, 2022 to review the 2023 draft budget.

Communications Committee – Chair Deborah Christensen reported the Committee met on July 13, 2022. The meeting included discussion of 2023 initiatives, review of the SAMLARC Life mobile lifestyle app, SAMLARC website, and Quarter 2 digital engagement. The Committee is anticipated to meet in mid-August for a more in-depth discussion of website platforms.

Community Lifestyle Committee – Chair Judy Vasquez reported the Committee met on Tuesday, July 12, 2022 and evaluated past events and programs, discussed details of upcoming events including Screen on the Green and Great Rancho Campout, discussed the entertainment for the adult only, end of summer Luau at the Lagoon event, and discussed in further detail the 2023 Community Lifestyle Budget. The next meeting is scheduled for Tuesday, August 2, 2022.

Landscape and Facilities Enhancement Committee – Chair Charles Villafana reported the LFEC met virtually on Friday, July 15, 2022 to discuss items and provide recommendations, if required, to the Board of Directors. The following are items that were discussed that were

not on this evening's agenda: Pickleball survey results, boat repairs & future barge purchase, and rail Installations near Brisa Del Lago. The next meeting is scheduled for Friday, August 12, 2022.

Recycled Water Ad Hoc Committee – Chair Paul Persiani reported the Committee has not met since the last Board Meeting and the next meeting is to be determined. It was reported at the June meeting that 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 preparing grants for the project. No updates have been made available since then.

Insurance Review Committee – Chair Greg Wieckert reported the Committee has not met since the last Board meeting. During the month of July, SAMALRC did not file any claims. The Committee's next meeting is scheduled for some time in September.

Committee Liaison Reports:

Architectural Review Committee – Director Deborah Christensen reported The Committee met on July 11, 2022 and July 25, 2022. A total of fifteen (15) submittals were reviewed and approved. The next SAMLARC Architectural Committee Meeting will be held on August 8, 2022 at 12:00 p.m. via Zoom.

Chamber of Commerce – Director Bob Louvar reported the chamber welcomed several new members including, Digitalift, Daily's Sports Grill, and Pet Wants South County. This Year's Rancho Family Fest is approaching quickly and planning for the event continues. The Chamber thanked the Board for their consideration of this year's sponsorship. The Chamber is hosting their *Summer Nights Event* on August 18, 2022 at Tutto Fresco from 5:30 p.m.-7:30 p.m. Space is limited, so if you would like to attend, please let Tita know this evening and she can register you. On September 9, 2022, the Chamber will host its annual State of the City event. This year's guest of honor will be Mayor Anne Figueroa with the City of Rancho Santa Margarita. He asked that the Board save the date on their calendars.

Covenant Committee – Director Deborah Christensen reported the Committee met via Zoom on Tuesday, July 26, 2022 and reviewed nine violations. Six homes were assessed fines, one was offered an extension, and two had their fines rescinded. The next Covenant Committee meeting is scheduled for Tuesday, August 2, 2022 at 4:00 pm via Zoom.

Sports Council – Director Charles Villafana reported RTGSA All Star teams are competing this week in the Western National tournament in Oregon. The next meeting of the Sports Council is scheduled for September 14, 2022.

City of Rancho Santa Margarita – President Paul Persiani reported there has not been a meeting since the last time the Board met. The next meeting will take place on Wednesday, September 28, 2022.

Community Associations of Rancho – Director Greg Schnieders reported CAR has not met since the last Board meeting. The next meeting is scheduled for Tuesday, August 2, 2022 at the Trabuco Canyon Water District and will feature a legislative update by Corporate Counsel for SAMLARC, Dan Nordberg.

Currently Dark - Committees and Liaison Reports:

Election Committee – Chair, Greg Wieckert

IX. 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 – No report.

Director Paul Persiani – Thanked the staff for a great 4th of July event.

Director Greg Schnieders – Thanked the staff for the 4th.

Director Judy Vasquez – Thanked Management for a good meeting.

Director Charles Villafana – Thanked Staff for a good 4th of July.

Director Greg Wieckert – Stated homeowners are frustrated regarding the mailboxes and the Board needs to be empathetic and fair.

X. Community Executive Officer Report

CEO George Blair extended an invitation to the Board for the City of Rancho Santa Margarita's Re-Election Kick-off on August 11, 2022, and for the State of the City on September 9, 2022.

XI. Events and Programs

Music at the Lagoon

Fridays through August 19, 2022

5:00 p.m. – 7:00 p.m.

Lago Santa Margarita Beach Club

Screen on the Green – Encanto

Friday, July 22, 2022

7:30 p.m. – 10:00 p.m.

Central Park

Great Rancho Campout

Friday, August 5 – Saturday, August 6, 2022

5:00 p.m. – 9:00 a.m.

Trabuco Mesa Park

Screen on the Green – Sing 2

Friday, August 19, 2022

7:30 p.m. – 10:00 p.m.

Central Park

XII. Next Meeting

Consistent with Board direction, the next meeting will be held on August 23, 2022 at 6:00 p.m. in the Fiesta Room 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 7:11 p.m.

I certify that these minutes were duly approved by the Board of Directors on August 23, 2022.

Paul Persiani
Paul Persiani, President

Date: August 23, 2022

Deborah Christensen
Deborah Christensen, Secretary

Date: August 23, 2022

Prepared by: Tita S. Gervasi, Executive Assistant