



SAMLARC
Rancho Santa Margarita Landscape and Recreation Corporation
Board of Directors Meeting
Open Session
September 27, 2022
Minutes

Members Present

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

Members Absent

Director Charles Villafana

First Service Residential

SAMLARC Community Executive Officer George Blair
SAMLARC Assistant General Manager Jerry Corpuz
SAMLARC Community Lifestyle & Manager Star Meza
SAMLARC Finance Manager Brian Bednersh
SAMLARC Park & Sports Field Manager Pat White
SAMLARC Community Services Manager Carla Galosic
SAMLARC Capital and Reserve Project Manager Eric Rosenkrantz
SAMLARC Community Services Representative Nicole Thel

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:

- Development and Hosting of SAMLARC Website System
- FirstService Residential Full-Service Management Agreement
- Vendor Contracts for the 2023 Contract Year
- Foreclosures: 4176-03, 930-214-94; A963-05, 930-275-94
- Cancellation of Foreclosure Sale & Reinstatement of Foreclosure Sale for SAMLA 1270-05
- Extension of Foreclosure Sale Date for SAMLA 2598-12

I. Call to Order

President Paul Persiani called the Executive 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 27, 2022 Open Session Agenda.

Motion: Deborah Christensen

Second: Greg Wieckert

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

Nays: None

III. Presentations

- **RTGSA All Star Team Presentations**

IV. Homeowners Forum

Homeowners came before the Board to ask for assistance with the vandalized mailboxes.

V. Approval of the Minutes

Resolution: To approve the August 23, 2022, Board of Directors Open Session Minutes.

Motion: Judy Vasquez

Second: Deborah Christensen

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

Nays: None

VI. Items for Discussion and/or Approval

A. Consideration of Review of Architectural Standards and Policies & Guidelines for 2023

Administrative Direction: To direct Management to place the final draft on the October 25, 2022, 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.

VII. Consent Calendar - (All matters on the Consent Calendar are to be approved in one motion unless a Board member requests separate action on a specific item on the Consent Calendar).

Motion: Judy Vasquez

Second: Deborah Christensen

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

Nays: None

A. Contracts to Expire October 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:

- Jolly Jumps and Express Events – new contract; no price increase; no change in terms of contract.
- Purcor – Pest Management; first renewal; no price increase; no change in terms of contract.
- West One Building Services – Bus Station and Shelter cleaning; first renewal; price increase; no change in terms of contract.
- Gannon Design – Monument Signage Services; first renewal; no price increase; no change in terms of contract.
- Air Care – HVAC Services for the Beach Club and Fiesta Room; new contract; no price increase; no change in terms of contract.

B. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve the Purchase of Updated Signage for all SAMLARC Parks from South County Signs

Resolution: As recommended by the Landscape and Facilities Committee, to approve the purchase of updated signage for all SAMLARC Parks from South County Signs at a cost not to exceed \$7,783.86 to be paid from Reserve GL# S23125, Community Park Reserve.

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

Resolution: As recommended by the Budget and Cash Flow Committee, to approve the financial statement and bank reconciliation dated August 31, 2022. The balance sheet dated August 31, 2022 reflects assets of \$15,000 in Restricted Property Insurance Deductible Fund, \$8,244,624 in Reserve funds, \$1,895,371 in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$10,169,540, along with a security deposit of \$7,806. The income statement for August 31, 2022 reflects year-to-date net income of \$328,728 compared to budgeted net income of (\$129,389). Year-to-date reserve funding is \$777,468 compared to a budget of \$764,368. All figures are rounded.

D. Consideration of Recommendation from the Budget and Cash flow Committee to Approve the July 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 July 25, 2022. The amount due is eight thousand, four hundred seventy-five dollars and fifty-eight cents (\$8,475.58).

E. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Work Authorization # 019 with 24HRC to Replace Glass Panel and Frame of the Rear Wall

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #019 with 24HRC for the glass panel and frame replacement at 1 Calle Gazapo using template Work Authorization for Goods and/or Services at a cost not to exceed \$4,991.00 with an additional budgeted

contingency of \$998.20 for a total amount not to exceed \$5,989.20 to be expended from Reserve GL# 23138, Walls and Fences Reserve.

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

Resolution: To approve Second Renewal of Contract with Collins Company to provide sports netting, 2023, using original and windscreen installation and repair services for the period of October 27, 2022 – October 2 contract template (5) Second Renewal of Contract for Goods and/or Services.

G. Consideration of Approval of a New Contract with Air Care Heating & Air Conditioning to Provide HVAC System Maintenance for the Fiesta Room

Resolution: To approve a new contract with Air Care Heating & Air Conditioning for the period of September 27, 2022 – September 26, 2023 using contract template (2A) Contract for Goods and/or Services and template (2B) Master Contract for Goods and/or Service, for the Period of September 27, 2022 – September 26, 2023.

H. Consideration of Approval of the First Contract Renewal with Lake Management for Providing Maintenance Services for the Lake

Resolution: To approve First Renewal of Contract with Lake Management to provide maintenance for the lake for the period of September 27, 2022 – September 26, 2023, using contract template (2A) First Renewal of Contract for Goods and/or Services. The contracted cost for Lake Management, Inc. to perform lake maintenance services annually is \$54,060, to be expended from Operating Account GL#S15132, Lake Maintenance Service. Operating Account GL#S15132 has an annual budget of \$79,228 with a current balance of \$78,031.23 per the July 31, 2022, Financial Statement.

I. Consideration of Approval of the First Contract Renewal with Lake Management for Providing Maintenance Services for the Lagoon

Resolution: To approve First Renewal of Contract with Lake Management to provide maintenance for the lake for the period of September 27, 2022 – September 26, 2023, using contract template (2A) First Renewal of Contract for Goods and/or Services. The total cost of \$33,254 is to be expended from Operating Account GL#S16105, Beach Club/Lagoon, Lagoon Operations. Which has an annual budget of \$90,226 with a current balance of \$56,342.92 per the July 31, 2022, Financial Statement.

J. Consideration of Approval of the First Contract Renewal with Purcor for Providing Community Pest Management Services

Resolution: To approve a first Renewal of Contract with Purcor to provide community pest management for the period of September 27, 2022 – September 26, 2023, using contract template (2A) First Renewal of Contract for Goods and/or Services. The cost for these services is not to exceed \$32,928 per year to be expended from Operating account using the following accounts: GL:#S15155; #S16155; #S17155; #S18155; which when combined together have a annual budget of \$377,160 per the July 31, 2022 Financial Statement.

K. Consideration of Approval of First Renewal of Contract with Gannon Design, Inc. to Provide Monument Signage Services

Resolution: To approve a first renewal contract with Gannon Design, Inc. to provide monument signage services for the period of September 27, 2022 – September 26, 2023, using contract template (2A) First Renewal of Contract to Contract for Goods and Services. No fiscal impact for Trades Master Contracts with Work Authorizations contract renewals. Subsequent work will be performed through contract template (4) Work Authorizations for Goods and/or Services.

L. Consideration of Approval of the First Contract Renewal with West One for Providing Maintenance Services for the Bus Stations and Shelters

Resolution: To approve the first renewal of a contract with West One Building Services to provide bus shelter cleaning services for a period of twelve (12) months beginning September 27, 2022 and ending September 26, 2023 using contract template (5) First Renewal of Contract, at an annual cost of \$15,480 funds to be paid from Operating Account GL# S18155, Supplemental Common Area Services.

M. Consideration of Approval of a New Contract with Smart Property and Barrera and Company for Providing Reserve Study Software and a Level Two On-site Study in 2023

Resolution: To approve a new contract with Barrera and Company to perform a Level Two (2) Reserve Study in calendar year 2022 for 2023 at a cost of \$5,835, to be expended from GL #19121, Reserve Study Consultant. The contract period will be from February 1, 2023, to January 31, 2024, using Contract Template (3A) Contract for Professional Consultant Services and Contract Template (3B) Master Contract for Professional Consultant Services.

and,

To approve a new contract with SmartProperty for cloud-based property asset management services for the period of February 1, 2023, to January 31, 2024, at a cost of \$3,900 via automatic renewal, to be expended from GL #19121, Reserve Study Consultant.

N. Consideration of Approval of a New Contract with SoCal Property Services for Providing Parking Lot Street Sweeping

Resolution: To approve a new contract with SoCal Property Services to provide community park parking lot sweeping services for the period of September 27, 2022 – September 26, 2023 using contract template (2A) the Contract for Goods and/or Services and contract template (2B) the Master Agreement for Goods and/or Services at a total cost not to exceed \$7,485, with funds to be expended from the following operating accounts: Operating Account GL#S15155, Supplemental Common Area Services, Specific to Lake and Lakeshore; Operating Account GL#S16155, Supplemental Common Area Services Specific to the Beach Club and Lagoon; and Operating Account GL#S17155, Supplemental Common Area Services, Specific to Community Parks.

O. Consideration to Approve a Contract with Soccer Shots for Youth Soccer Classes at Central Park

Resolution: To approve a contract with Soccer Shots for youth soccer class at Central Park from August 1, 2022 through July 31, 2023, using contract template (8) Instructional Services and Use of Facilities.

P. Consideration to Approve a Ratification of a Work Authorization with Painting Unlimited to Paint (21) Light Poles at Central Park

Resolution: To ratify Work Authorization #016 with Painting Unlimited to paint (21) light poles at Central Park using template Work Authorization for Goods and/or Services at a cost not to exceed \$2,499.00 to be expended from Reserve GL# S23125, Community Park Reserve.

Q. Consideration to Approve a Ratification of a Work Authorization with Painting Unlimited to Paint the Metal Railings at Central Park

Resolution: To ratify Work Authorization #015 with Painting Unlimited to paint the metal railings at Central Park using template Work Authorization for Goods and/or Services at a cost not to exceed \$400.00 to be expended from Reserve GL# S23125, Community Park Reserve.

R. Consideration to Approve a Ratification of a Work Authorization with Painting Unlimited to Paint/Repair the Monument Sign, the Planter, and the Pony Walls in front of City Hall at Central Park

Resolution: To ratify Work Authorization #017 with Painting Unlimited to paint/repair the monument sign, planter area, and the City Hall pony walls at Central Park using template Work Authorization for Goods and/or Services at a cost not to exceed \$2,400.00 to be expended from Reserve GL# S23125, Community Park Reserve.

S. Consideration to Approve a Ratification of a Work Authorization with Painting Unlimited to Paint the Lakeshore Amphitheater Metal Railings

Resolution: To ratify Work Authorization #018 with Painting Unlimited to paint the Lakeshore Amphitheater Metal Railings using template Work Authorization for Goods and/or Services at a cost not to exceed \$800.00 to be expended from Operating GL #S15127, Lakeshore Minor Repairs & Purchasing.

T. Consideration to Approve a Ratification of a Work Authorization with Dave Bang Associates, Inc. for Repairs to Arroyo Vista & Cielo Vista Park Playgrounds

Resolution: To approve the ratification of Work Authorization #029 with Dave Bang Associates Inc., for repairs to Arroyo Vista & Cielo Vista Playgrounds using contract template (4) Work Authorization for Goods and/or Services at a total cost not to exceed \$2,499.47 to be expended from Operating Account GL# S17127, Minor Repairs & Purchases.

U. Consideration of Approval of Request to Proceed with Liens

Resolution: To authorize and instruct Management to record a lien on fifteen (15) 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 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 September 27, 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
3997-03	\$1347.00	6263-07	\$461.00
7520-04	\$461.00	8958-06	\$500.08
1140-06	\$415.00	2643-05	\$293.00
A215-04	\$420.00	A298-01	\$414.20
5988-05	\$421.00	7088-02	\$1066.28
7984-03	\$483.00	A180-03	\$461.00
2601-03	\$613.00	3267-04	\$255.24
6545-04	\$545.00		

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 September 14, 2022 and September 22, 2022.

- September 14, 2022 was a regular BCFC business meeting, whereby reinvestment of matured CD money was accomplished, along with a review of the reserve projects and a recommendation of the August financial statement to the Board.
- September 22, 2022 was a budget review meeting whereby the Committee reviewed the targets set for Management at the August 10, 2022 meeting to determine progress. The BCFC was satisfied with the information presented and has recommended the 2023 budget to the Board. It will be examined by the full Board and potentially approved October 11, 2022 at the 2023 Budget Workshop.

Communications Committee – Chair Deborah Christensen reported the Communications Committee last met on September 6, 2022 to discuss the SAMLARC website and potential improvements. The Committee recommended the partnership between SAMLARC and The Customer Engine to pursue the development and implementation of a SAMLARC website in

2023. The Committee is anticipated to next meet in October to discuss digital engagement and website evaluation.

Community Lifestyle Committee – Chair Judy Vasquez reported the Community Lifestyle Committee met on Tuesday, September 13, 2022, to evaluate past events, discuss event details for upcoming events, finalize the craft details for the Christmas Tree Lighting Event. The next meeting is scheduled for Tuesday, October 11, 2022.

Landscape and Facilities Enhancement Committee – Chair Charles Villafana reported the LFEC met virtually on Friday, September 9, 2022, to discuss items and provide recommendations, if required, to the Board of Directors. The following are the items that were discussed and reviewed the Reserve Projects Schedule, SAMLARC Park Signage, and community wall repair. The next meeting is scheduled for Friday, October 14, 2022.

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

Insurance Review Committee – Chair Greg Wieckert reported the Insurance Review Committee has not met since our last meeting and during the month of September, SAMALRC did not file any claims. A meeting was held with Matthew Koch, Claim & Risk Manager with Brown & Brown for general updates. A walkthrough of SAMLARC will take place in the 4th Quarter.

Election Committee – Chair, Greg Wieckert reported the Election Committee has not met since the last Board meeting. The next meeting will be scheduled after October 17, 2022.

Committee Liaison Reports:

Architectural Review Committee – Director Deborah Christensen reported the Committee met on September 12, 2022 and September 26, 2022 and reviewed twenty-five (25) submittals approving twenty three (23) and denying two (2). The next SAMLARC Architectural Committee Meeting will be held on October 10, 2022, at 12:00 p.m. via Zoom.

Chamber of Commerce – Director Bob Louvar reported this Year's Rancho Family Fest will take place on October 8 – 9, 2022 at Central Park. The event is approaching quickly and planning for the event continues. The Chamber thanks the Board for their consideration of this year's sponsorship. Tickets are still available as are volunteer shifts for set up on October 7, 2022, and both days of the event. To purchase tickets or to volunteer, you'll need to visit the Chamber's website.

Covenant Committee – Director Deborah Christensen reported the Covenant Committee met via Zoom on Tuesday, September 6, 2022 and reviewed twelve (12) violations: Seven were assessed fines, four were offered an extension and one had their fines rescinded. The next Covenant Committee meeting is scheduled for Tuesday, October 4, 2022, at 4:00 pm via Zoom.

Sports Council – Director Charles Villafana reported the Sports Council met on September 14, 2022. Items of discussion included:

- Fall allocations
- Recap of spring/ all-star season

- Fall winter maintenance
- Annual Calendar
- Large-scale improvement projects
- Rosters

City of Rancho Santa Margarita – President Paul Persiani SAMLARC and the City have not met since our last meeting. The next meeting is scheduled to take place on October 26, 2022.

Community Associations of Rancho – Director Greg Schnieders CAR has not met since our last scheduled meeting. The next meeting is scheduled for Tuesday, October 4, 2022 at the Trabuco Canyon Water District.

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
- Director Robert Louvar
- Director Paul Persiani
- Director Greg Schnieders
- Director Judy Vasquez
- Director Charles Villafana
- Director Greg Wieckert

X. Community Executive Officer Report

CEO George Blair reported he will be sending an email to the Board members regarding tickets for RanchoFest.

XI. Next Meeting

Consistent with Board direction, the next meeting will be held on October 25, 2022 at 6:00 p.m. in the Fiesta Room at the Lago Santa Margarita Beach Club.

XI. Adjournment

There being no further business to come before the Board of Directors, the meeting was adjourned at 7:23 p.m.

I certify that these minutes were duly approved by the Board of Directors on October 25, 2022.

Paul Persiani
Paul Persiani, President

Date: October 25, 2022

Deborah Christensen
Deborah Christensen, Secretary

Date: October 25, 2022

Prepared by: Tita S. Gervasi, Executive Assistant