



SAMLARC
Rancho Santa Margarita Landscape and Recreation Corporation
Board of Directors Meeting
Open Session
February 28, 2023
Minutes

Members Present

President Paul Persiani
Vice President Judy Vasquez
Secretary Deborah Christensen
CFO Greg Wieckert
Director Justin Horey
Director Greg Schnieders

Members Absent

First Service Residential

SAMLARC Community Executive Officer George Blair
SAMLARC Assistant General Manager Jerry Corpuz
SAMLARC Finance Manager Brian Bednersh
SAMLARC Park & Sports Field Manager Pat White
SAMLARC Community Services Manager Carla Galosic
SAMLARC Media & Communications Specialist Alexandra Kuhlmann
SAMLARC Community Lifestyle Manager Angelia McCormick
SAMLARC Project Coordinator Devin Swanson
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:

- Consideration of Candidates for Open Seat on Board of Directors
- Foreclosure Proceedings: B448-01, 805-541-16

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 6:01 p.m.

II. Approval of the Agenda

Resolution: To approve the February 28, 2023 Open Session Agenda as amended to pull Consent Item G off the Agenda.

Motion: Judy Vasquez

Second: Greg Wieckert

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Justin Horey, Greg Schnieders

Nays: None

III. Homeowners Forum

Ms. JoAnna Matranga spoke before the board regarding the Sycamore Trees around the Lakeshore.

IV. Approval of the Minutes

Resolution: To approve the January 24, 2023 Board of Directors Open Session Minutes.

Motion: Greg Wieckert

Second: Deborah Christensen

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Justin Horey, Greg Schnieders

Nays: None

V. Items for Discussion and/or Approval

A. Consideration of Approval of Request from the Rofer Foundation to Conduct a Walk-a-Thon Around the Lakeshore Path

Resolution: To approve the request from the Rofer Foundation to conduct a Walk-A-Thon around the Lakeshore Path.

Motion: Judy Vasquez

Second: Deborah Christensen

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Justin Horey, Greg Schnieders

Nays: None

B. Consideration of Recommendation from the Insurance Review Committee to Approve the Annual SAMLARC Insurance Policy Renewal

Resolution: To approve the renewal of insurance policies for the period of April 1, 2023 through March 31, 2024 through Brown and Brown consistent with the current coverages not to exceed \$368K pending the confirmation from Brown and Brown at the next Insurance Review Committee meeting.

Motion: Paul Persiani

Second: Greg Wieckert

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Justin Horey, Greg Schnieders

Nays: None

Administrative Direction: Insurance Review Committee to confirm limits and that deductible does not exceed the \$368K. If amount exceeds the amount, this item will be brought back before the Board otherwise the contract will move forward.

C. Consideration of Discussion with the Board of Directors Regarding Increase of Natural Gas Costs and Impact on Community Pools

Administrative Direction: To set the temperature to 80 degrees as well as reach out to the sub-maintenance corporations and other master associations to see how they are handling the rise of gas prices related to pools. Finance Manager will provide an analysis of cost savings to SAMLARC by adjusting the heat, turning on pools later in the year, and shutting down following Labor Day.

D. Consideration of Recommendation by the Budget and Cash Flow Committee to Remove the "Restricted Property Insurance Deductible Fund" from SAMLARC's Balance Sheet

Resolution: As recommended by the Budget and Cash Flow Committee, to remove the "Restricted Property Insurance Deductible Fund" from SAMLARC's Balance Sheet and direct the funds into the general operating account.

Motion: Paul Persiani

Second: Greg Wieckert

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Justin Horey, Greg Schnieders

Nays: None

E. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with Blueray Aquatic Services for Pool & Wader Maintenance Services at the SAMLARC Community Pools

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with Blueray Aquatic Services to provide pool and wader maintenance services for a period of twelve (12) months beginning March 1, 2023 and ending February 28, 2024, using contract template (2A) Contract for Goods and/or Services and contract template (2B) Master Agreement for Goods and/or Services.

Motion: Deborah Christensen

Second: Greg Schnieders

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Justin Horey, Greg Schnieders

Nays: None

F. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve an MOU Agreement with Santa Margarita Little League and to Approve a Work Authorization with BrightView Landscape Services Inc. for Infield Turf Replacement at Tijeras Creek Park Field #2; and a Work Authorization with United Pavers for the Refurbishment of the Batting Cages at Cañada Vista Park

Resolution: Consideration of a recommendation from the LFEC to the Board of Directors to approve an MOU Agreement with Santa Margarita Little League (SMLL) for acceptance of Funds for the replacement of the Infield Turf at Tijeras Creek Field #2 and for the refurbishment of the Batting Cages at Cañada Vista Park, using the contract template (11B) Memorandum of Understanding Donations.

and,

To approve Work Authorization #004 with BrightView Landscape Services Inc., for infield Turf Replacement at Tijeras Creek Park Diamond #2 using contract Template #4 Work Authorization for Goods and/or Services and Work Authorization #002 with United Pavers for the refurbishment of the batting cages at Cañada Vista Park.

Motion: Paul Persiani

Second: Greg Wieckert

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Justin Horey, Greg Schnieders

Nays: None

G. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Work Authorization with United Paving for Seal Coating Ten SAMLARC Parking Lots and Asphalt Repairs at Three of the Locations

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve Work Authorization #04 with United Paving for seal coating ten SAMLARC park parking lots; and to include asphalt repairs at Altisima, Cañada Vista, and the Beach club parking lots using contract template (4) Work Authorization for Goods and/or Services.

Motion: Paul Persiani

Second: Greg Wieckert

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Justin Horey, Greg Schnieders

Nays: None

H. Consideration of Appointment to the Board of Directors for the Remaining Term of Office to Expire with the 2025 Election

Resolution: To appoint Nate Farnsworth to serve as a Member of the Board of Directors to fill a vacant position on the Board of Directors. The term of office shall be through the 2025 Election of Directors.

Motion: Paul Persiani

Second: Judy Vasquez

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Justin Horey, Greg Schnieders

Nays: None

Administrative direction: CEO George Blair to contact Nate Farnsworth and Kyle Wolack to inform them of the Board's decision.

I. Consideration of Committee and Liaison Appointments

Resolution: To appoint members of the Board of Directors to serve on SAMLARC committees and in the role of liaison to the Board of Directors in specific capacities for the period of March 28, 2023 to the first Board Meeting following the 2024 Board of Directors Election, when at such time the Board will re-organize. President Paul Persiani appointed the following directors to Committees/Liaisons as follows:

Standing Committees

Budget and Cash Flow Committee

Greg Wieckert, Paul Persiani, Nate Farnsworth

2-3 Board Members, one of which is the Board CFO

Third Wednesday of each month

ZOOM or Business Office Conference Room

12:00 PM

Communications Committee

Judy Vasquez, Greg Schnieders, Justin Horey

2 Board Members and 2-3 SAMLARC Members (not to exceed 5)

Second Wednesday of the month quarterly – January, April, July, October

12:30 PM

Landscape & Facilities Enhancement Committee

Paul Persiani, Judy Vasquez, Deborah Christensen

Up to 3 Board Members, with up to 2 additional SAMLARC members (optional). The Chair of the LFEC also serves as the Construction Projects Liaison.

Second Friday of each month

ZOOM or Beach Club Fiesta Room

12:00 PM

Community Lifestyle Committee

Judy Vasquez, Deborah Christensen, Greg Schnieders

1-3 Board Members, 2 to 4 SAMLARC Members, 1 Apartment Manager (not to exceed 7) and 2 alternate members

Third Tuesday of each month

Beach Club in Fiesta Room - 12:00 PM

Insurance Review Committee

Greg Wieckert, Deborah Christensen, Nate Farnsworth

1-3 Board Members and 1 Alternate

Meets twice annually or more frequently as needed

SAMLARC Business Office Conference Room

Election Committee

Justin Horey

1 Board Member not running and 2 Community Members

Meetings are scheduled in August, October, November or as needed before Election

SAMLARC Business Office Conference Room

Ad Hoc Committees

Recycled Water Ad Hoc Committee

Paul Persiani -Up to 3 Board Members

Meets as scheduled and generally monthly with dates to be determined

ZOOM or Location to be determined

Liaison Assignments

Can include 1-2 Board Members; however, 1 liaison and 1 alternate are preferred.

Architectural Review Committee

Judy Vasquez, Alternate: Deborah Christensen

1 Board Liaison and five (5) Members

Second and Fourth Monday of each month

12:00 p.m.

ZOOM or SAMLARC Business Office Conference Room

Covenant Committee

Deborah Christensen, Alternate Greg Wieckert

1 Board Liaison and three Members (3) Members

Meets First Tuesday of the Month with the exception of January

4:00 p.m.

ZOOM or SAMLARC Business Office Conference Room

RSM Sports Council

Nate Farnsworth, Alternate Justin Horey

1 – 3 Board Liaisons

Meets Quarterly: Second Wednesday of the month

7:30 a.m.

Beach Club Fiesta Room

City of Rancho Santa Margarita

Paul Persiani

Typically meets quarterly: February, April, July, October
Liaison traditionally the President

Community Associations of Rancho - CAR

Greg Schnieders, Alternate Greg Wieckert

1 Board Liaison
First Tuesday of the month
Trabuco Canyon Water District Office - 7:30 AM

Construction Projects

LFEC Chair

No scheduled meetings
Meets as needed

RSM Chamber of Commerce

Greg Schnieders, Alternate Justin Horey

1-2 Board Members
No scheduled meetings
Attend Chamber events as interested

Schools and School Districts

Liaison traditionally the President
No scheduled meetings

Motion: Deborah Christensen

Second: Greg Schnieders

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Justin Horey, 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 Schnieders

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Justin Horey, Greg Schnieders

Nays: None

A. Contracts to Expire

Resolution: To approve entering into a contract with the following vendor(s) 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:

- Inspector Playground – Playground Inspections. Second Renewal, no price increase, no change in terms of contract. (Professional or Consulting Services)
- Three Phase Electric – Electrical maintenance, repair, and new electrical projects that may be authorized from time to time by the Board of Directors. Second renewal of contract, no price increase, no change in terms of the contract.

B. Consideration of Approval of Request from The Bridge Church for a Special Use Permit and Waiver of Fees to Conduct a Movie Night and Annual Easter Service at Central Park Amphitheater

Resolution: To approve a Special Use Permit for The Bridge Church to conduct a Movie Night and Annual Easter Service in the Central Park Amphitheater on Saturday, April 8 - 9, 2023, and to waive the \$250 Park Use fee.

C. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve the Purchase of Ten Metal Grates from Grating Pacific Inc. to Replace the Existing Metal Grates at the Beach Club

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve the purchase of ten metal grates from Grating Pacific Inc. to replace the existing metal grates located at the shower area, lagoon entrance, and the bridge entrance at the Beach Club.

D. Consideration of Recommendation by the Budget and Cash Flow Committee to Approve the January 2023 Financial Statement

Proposed Resolution: As recommended by the Budget and Cash Flow Committee, to approve the financial statement and bank reconciliation dated January 31, 2023. The balance sheet dated January 31, 2023 reflects assets of \$15,000 in Restricted Property Insurance Deductible Fund, \$8,647,117 in Reserve funds, \$2,032,340 in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$10,696,107, along with a security deposit of \$7,806. The income statement for January 31, 2023 reflects year-to-date net income of \$202,205 compared to budgeted net income of \$26,212. Year-to-date reserve funding is \$132,747 compared to a budget of \$131,894. All figures are rounded.

E. Consideration of Recommendation by the Budget and Cash Flow Committee to Approve the December 2022 Credit Card Statement

Proposed 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 December 26, 2022. The amount due is \$5,865.44.

F. Consideration of Approval of Renewal of Contract with HydroPoint Data Systems, Inc. for "WeatherTRAK" Irrigation Control Services

Resolution: To approve renewal of contract with HydroPoint Data Systems, Inc. for "WeatherTRAK" irrigation control services for the period of March 31, 2023 – March 30, 2024 using contract template (5) First Renewal of Contract for Goods and/or Services.

G. Consideration of Approval of Contract with The ShowPros Group, to Provide the Fireworks Display Audio Sound for the July 4th Star Spangled Spectacular Event

Resolution: To approve a contract with The ShowPros Group, to provide the July 4th fireworks display audio sound, using contract template (1A) Short Form Contract for Goods and/or Services.

H. Consideration of Approval of Contract with Orange County Pumping, Inc. for the Removal of Floating and Settled Debris in Lagoon Backwash Tank at the Beach Club

Resolution: To approve a contract with Orange County Pumping, Inc. for the removal of floating and settled debris in Lagoon backwash tank at the Beach Club using contract template (2A) Contract for Goods and/or Services and contract template (2B) Master Agreement for Goods and/or Services.

I. Consideration of Approval of Contract with Tijeras Creek Golf Club for Goods and/or Services at the 2023 Committee Recognition Dinner

Resolution: To approve a contract with Tijeras Creek Golf Club for Goods and/or Services for a Committee Recognition Dinner using contract template (1A) Short Form Contract for Goods and/or Services.

J. Consideration of Approval of Contract with Creative Creatures and Co. to Provide Goods and Services at the Animals Everywhere Event in Central Park

Resolution: To approve a contract with Creative Creatures and Co. from March 25, 2023 through March 25, 2023 to provide goods and services at the Animals Everywhere event using contract template (1A) Short Form Contract for Goods and/or Services.

K. Consideration of Approval of Contract with Sweet Spot Tennis for Youth and Adult Tennis Classes

Resolution: To approve a contract with Sweet Spot Tennis for tennis instruction at Arroyo Vista Park for a one-year period beginning March 1, 2023 and ending February 28, 2024 using contract template (8) Instructional Services and Use of Facilities.

L. Consideration of Approval of Contract with Jeannette Turiace for Gentle Yoga for the Rest of Us Program

Resolution: To approve a contract with Jeannette Turiace for yoga instruction at Lago Santa Margarita Beach Club for a one-year period beginning March 1, 2023 and ending February 28, 2024 using Contract Template (8) Instructional Services and Use of Facilities.

M. Consideration of Approval of a Work Authorization with Jolly Jumps and Express Events to Provide Goods and/or Services at Animals Everywhere event in Central Park

Resolution: To approve Work Authorization #70 with Jolly Jumps and Express Events for Animals Everywhere event on March 25, 2023 using Contract Template (4) Work Authorization for Goods and/or Services.

N. Consideration to Approve a Ratification of Work Authorization with Extreme DJ Service to Provide Goods and Services at the Animals Everywhere Event in Central Park

Resolution: To ratify Work Authorization #001 with Extreme DJ Service to provide entertainment services for Animals Everywhere event on March 25, 2023 using Contract Template (4) Work Authorization for Goods and/or Services.

O. Consideration to Approve a Ratification of a Work Authorization with 24HRC to Repair and Paint the Damaged Area on the Rear Wall

Resolution: To ratify Work Authorization #023 with 24HRC to repair and paint the damaged area on the rear wall.

P. Consideration to Approve a Ratification of a Work Authorization with Dave Bang Associates, Inc. for Repairs to Cielo Vista Park Playground

Resolution: To approve the ratification of Work Authorization #031 with Dave Bang Associates Inc., for the replacement of the music panel with hardware Cielo Vista Playgrounds using contract template (4) Work Authorization for Goods and/or Services.

Q. Consideration to Approve a Ratification of a Work Authorization with Purcor Pest Solutions to Apply Localized Termite Treatments at Altisima Park

Resolution: To approve the ratification of Work Authorization #03 with Purcor Pest Solutions to apply termite treatments to locations at Altisima Park as specified in the inspection report provided by Purcor using template (4) Work Authorization for Goods and/or Services.

R. Consideration to Approve a Ratification of a Work Authorization with Purcor Pest Solutions to Apply Localized Termite Treatments at Arroyo Vista Park

Resolution: To approve the ratification of Work Authorization #04 with Purcor Pest Solutions to apply termite treatments to locations at Arroyo Vista Park as specified in the inspection report provided by Purcor using template (4) Work Authorization for Goods and/or Services.

S. Consideration of Approval of Request to Proceed with Liens

Resolution: To authorize and instruct Management to record a lien on 11 delinquent accounts should their assessments not be paid within the time established in the Intent to Lien Letter. The accounts became past due in February 2023 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 February 28, 2023, should the delinquent assessments not be paid within the time established in the Intent to Lien Letter:

Account Number	Total Amount Due	Account Number	Total Amount Due
0201-10	\$468.00	2110-05	\$468.00
5941-02	\$468.00	7044-05	\$447.64
8363-04	\$383.00	B481-01	\$444.08
1110-05	\$468.00	4177-07	\$758.00
6145-09	\$636.00	7088-02	\$1,593.28
9483-01	\$2,150.48		

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 Greg Wieckert reported the Committee met on February 15, 2023. There were no matured CD's to roll over during that meeting, but there is a meeting at the end of this week to do so. The Committee was apprised of prominent variances developing early in the year and their effects on preliminary year-end projections. In March, the draft audit report for 2022 will be presented.

Communications Committee – Chair Deborah Christensen reported the Committee last met on January 11, 2023 to discuss the SAMLARC website building process, marketing, and digital engagement. The new website launched on January 31, 2023 and is performing smoothly. The Committee will next meet in April 2023 to discuss the website, Strategic Plan updates, future communications initiatives, and digital engagement rates.

Community Lifestyle Committee – Chair Judy Vasquez reported the Committee met on Tuesday, February 21, 2023, and reviewed past Lifestyle Events; North Pole Hotline, Carols 'Round the Lake, Holiday Home Decorating Contest, and the Children's Garden Workshop. The next meeting is scheduled for Tuesday, March 21, 2023.

Landscape and Facilities Enhancement Committee – Chair Judy Vasquez reported the Committee met via ZOOM on Friday, February 10, 2023, reviewed and made recommendations to the Board of Directors regarding the items on this evening's agenda. The next meeting is scheduled for Friday March 17, 2023.

Insurance Review Committee – Chair Greg Wieckert reported the Committee met on February 17, 2023, with Matthew, Koch, Claim & Risk Manager, and Michael Hughes, Senior Vice President, Commercial Lines with Brown and Brown. The meeting consisted of a discussion about the current market, new brokers possibly joining the market, and a tour of the community focusing on facilities, amenities, and various operations. The Committee also met on February 27, 2023 via Zoom to review and discuss policy and cost proposals available to Brown and Brown that were presented to the Board this evening. The current policies expire on March 31, 2023.

Election Committee – Chair, Greg Wieckert – No Report.

Recycled Water Ad Hoc Committee – Chair Paul Persiani – No Report.

Committee Liaison Reports:

Architectural Review Committee – Director Deborah Christensen reported the Committee met on February 13, 2023 and February 27, 2023 and reviewed 24 submittals, which were all approved. The next meeting will be held on March 13, 2023 at 12:00 p.m. via Zoom.

Chamber of Commerce – Director Greg Schnieders reported Directors Wieckert and Schnieders as well as Management attended the Chamber of Commerce Meet and Greet with Kate Sanchez, at Tijeras Creek Golf Club held on February 24, 2023. Assemblywoman Sanchez provided updates on public policies in Rancho Santa Margarita and surrounding areas. The Chamber will host their St. Patrick’s Day Mixer on Tuesday, March 14, 2023 from 5:30 – 7:30 pm. The mixer will take place at the US Alliance Group offices. Please rsvp with Tita Gervasi if you would like to attend.

Covenant Committee – Director Deborah Christensen reported the Committee met on Tuesday, February 7, 2023 and reviewed nineteen violations. Eight were assessed fines, three had fines rescinded, six were offered extensions, one was offered ADR, and one had their privileges suspended. The next Covenant Committee meeting is scheduled for Tuesday, March 7, 2023 at 4:00 p.m. via Zoom.

Sports Council – Director Greg Schnieders – No Report.

City of Rancho Santa Margarita – President Paul Persiani – No Report.

Community Associations of Rancho – Director Greg Schnieders reported the Community Associations of Rancho have not met since the last Board Meeting. The next scheduled meeting will be held on March 7, 2023 at the Trabuco Canyon Water District from 7:30 to 9:00 a.m.

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 – Happy the Board decided to go with Nate Farnsworth and glad the board supported the Bradley Rofer foundation on the Walk-A-Thon.

Director Justin Horey – No report.

Director Paul Persiani – Stated he looked forward to working with new director Nate Farnsworth as well as working with the Bradley Rofer Foundation. He expressed the same sentiments as Director Christensen.

Director Greg Schnieders – No report.

Director Judy Vasquez – No report.

Director Greg Wieckert – Thanked the Board for their willingness to work together to come to a consensus on the new director and the Rofer Foundation.

IX. Community Executive Officer Report

No report.

X. Events and Programs

Animals Everywhere
Saturday, March 25th
10:00 a.m. – 1:00 p.m.
Central Park

XI. Next Meeting

Consistent with Board direction, the next meeting will be held on March 28, 2023, 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 7:19 p.m.

I certify that these minutes were duly approved by the Board of Directors on March 28, 2023.

Paul Persiani
Paul Persiani, President

Date: March 28, 2023

Deborah Christensen
Deborah Christensen, Secretary

Date: March 28, 2023

Prepared by: Tita S. Gervasi, Executive Assistant