



Board of Directors Meeting
Open Session
March 28, 2023
Minutes

Members Present

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

Members Absent

First Service Residential

SAMLARC Community Executive Officer George Blair
SAMLARC Assistant General Manager Jerry Corpuz
SAMLARC Executive Assistant Tita S. Gervasi
SAMLARC Community Lifestyle Manager Angelia McCormick
SAMLARC Finance Manager Brian Bednersh
SAMLARC Park Operations Manager Pat White
SAMLARC Beach Club Operations Manager Star Meza
SAMLARC Communications Manager Alexandra Kuhlmann
SAMLARC Capital & Reserve Project Manager Eric Rosenkrantz

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:

- Foreclosure Proceedings
- Extension of foreclosure sales

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. Welcome New Board Member

President Persiani welcomed new Board member, Nate Farnsworth

III. Approval of the Agenda

Resolution: To approve the March 28, 2023, Open Session Agenda.

Motion: Greg Schnieders
Second: Deborah Christensen
Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Justin Horey, Greg Schnieders
Nays: None

IV. Homeowners Forum

There were no homeowners present.

V. Approval of the Minutes

A. Consideration of Approval of February 28, 2023, Board of Directors Open Session Minutes.

Resolution: To approve the February 28, 2023, Board of Directors Open Session Minutes.

Motion: Greg Wieckert
Second: Justin Horey
Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Justin Horey, Greg Schnieders
Abstain: Nate Farnsworth
Nays: None

VI. Items for Discussion and/or Approval

A. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve and Finalize the Draft Audit Report for 2022, Have Designated Directors Sign the Management Representation Letter and Instruct Management to Distribute to SAMLARC Membership by April 30, 2023

Resolution: As recommended by the Budget and Cash Flow Committee, to approve and finalize the draft audit report for the 2022 fiscal year and tax prepayment for 2023 by April 18, 2023, if applicable. Designated Directors to sign the Management Representation Letter and distribute to SAMLARC Membership by April 30, 2023.

Motion: Paul Persiani
Second: Greg Wieckert
Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert, Nate Farnsworth, Justin Horey, Greg Schnieders
Nays: None

B. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Contract with Pyro Spectaculars, Inc. to Provide the Pyrotechnic Display for the 4th of July Star Spangled Spectacular Event

Resolution: As recommended by the Community Lifestyle Committee, to approve a contract with Pyro Spectaculars, Inc. to provide the July 4th fireworks display for the 4th of July Star Spangled Spectacular event on Tuesday, July 4, 2023, using contract template (1A) Short Form Contract for Goods and/or Services.

Motion: Greg Wieckert

Second: Deborah Christensen

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

Nays: None

C. Consideration of Approval of Limited Use License Agreement between Rancho Santa Margarita Landscape and Recreation Corporation and Capistrano Unified School District for the 2023-24 School Year for Use of Arroyo Vista Park by Arroyo Vista School K-8 and Tijeras Creek Park by Tijeras Creek School

Resolution: To approve a Limited Use License Agreement (LULA) between Rancho Santa Margarita Landscape and Recreation Corporation (SAMLARC) and Capistrano Unified School District (CUSD) for the use of Arroyo Vista Park, and Tijeras Creek Park by Arroyo Vista Elementary School and K-8 and Tijeras Creek Elementary School for the 2023-2024 school year.

Motion: Nate Farnsworth

Second: Paul Persiani

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

Nays: None

D. 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 2023-2024 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 2023-2024 School Year.

Motion: Greg Wieckert

Second: Deborah Christensen

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

Nays: None

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: Greg Schnieders

Second: Deborah Christensen

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

Nays: None

A. Consideration of Contracts to Expire on July 31, 2023

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:

- SiteOne – Electric work and Irrigation Repairs/Installation - New Contract, no price increase, no change in terms of contract.

B. Consideration of Approval of Non-Board Member Committee Appointments

Resolution: At the recommendation of the Board Liaison to the Committee or Committee Chair/Member, to approve the following non-Board Member Committee Member appointments:

Architectural Review Committee

Edith Carpenter
Jeannette Horne

Covenant Committee

Kevin Hoffman

Community Lifestyle Committee

Lisa Piltz
Kathie Wickham
Cody Rockwood

Communications Committee

Anne Chung
Sherri Lex
Dennis Olson

C. Consideration of Approval of Special Use Permit for Chamber of Commerce Wine Event

Resolution: To approve the Chamber of Commerce's Wine Event to include the following:

1. Use of the Grand Terrace
2. Publicity and event promotion through the SAMLARC website and social media channels
3. Waiver of SAMLARC's Park Use fees for the event

D. Consideration of Recommendation from the Budget and Cash Flow Committee to Acknowledge Review of the February 2023 Financial Statement

Resolution: As recommended by the Budget and Cash Flow Committee, to acknowledge review of the financial statement and bank reconciliation dated February 28, 2023. The balance sheet dated February 28, 2023, reflects assets of \$15,000 in Restricted Property Insurance Deductible Fund, \$8,731,782 in Reserve funds, \$2,237,250 in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$10,985,682, along with a security deposit of \$7,806. The income statement for February 28, 2023, reflects year-to-date net income of \$406,845 compared to budgeted net income of \$177,311. Year-to-date reserve funding is \$255,413 compared to a budget of \$263,788. All figures are rounded.

E. Consideration of Recommendation from the Budget and Cash Flow Committee to Approve the January 2023 Credit Card Statement

Resolution: As recommended by the Budget and Cash Flow Committee, to acknowledge review of the charges and payable transmittal for SAMLARC's US Bank credit cards for the statement closing date of January 25, 2023. The amount due is \$2,691.50.

F. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve the Purchase of a Goosinator for the Lago Santa Margarita and Lagoon

Resolution: As recommended by the Landscape and Facilities Enhancement Committee (LFEC), to purchase a replacement Goosinator.

G. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with Concrete Hazard Solutions for the Bi-Annual Concrete Repairs Project at the SAMLARC Parks and Lakeshore

Resolution: As recommended by the Landscape and Facilities Committee, to approve a contract with Concrete Hazard Solutions for the concrete repair work for the Annual Concrete Repairs located in the SAMLARC Parks and the Lakeshore using Contract Template 2A Contract for Goods and/or Services and template 2B Master Agreement for Goods and/or Services.

H. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with Precision Painting for the Phase 2 Metal Fence Paint and Repair project for the El Caserio III Community

Resolution: As recommended by the Landscape and Facilities Committee, to approve a contract with Precision Painting for the Phase 2 Metal Fence Paint and Repair project for the El Caserio III community using Contract Template 2A Contract for Goods and/or Services and template 2B Master Agreement for Goods and/or Services.

I. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with Painting Unlimited for the Phase 2 Victorian Bench Refurbishment Project at the Lakeshore

Resolution: As recommended by the Landscape and Facilities Committee, to approve a contract with Painting Unlimited for the Phase 2 Victorian Bench Refurbishment Project at the Lakeshore.

J. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with Painting Unlimited for the Light Pole Refurbishment Project at the Lakeshore and Various SAMLARC Parks and Trails

Resolution: As recommended by the Landscape and Facilities Committee, to approve a contract with Painting Unlimited for the light pole refurbishment project at the Lakeshore and various SAMLARC Parks and Trails.

K. Consideration of Approval of a Contract with Leo's on Wheels LLC for the Operation of the Beach Club Snack Bar for 2023 Summer Season

Resolution: To approve a contract with Leo's on Wheels LLC for the operation of the Beach Club Snack Bar for the period of May 13, 2023 – September 17, 2023, using contract template (1A) Contract for Goods and/or Services and Contract Template (1B) Master Agreement for Goods and/or Services.

L. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Work Authorization with Entertaining Events to Provide Catering and Entertainment for the Wine & Cheese Event

Resolution: As recommended by the Community Lifestyle Committee, to approve Work Authorization #014 with Entertaining Events for catering and entertainment services for the Wine & Cheese event on Saturday, May 6, 2023, using Contract Template (4) Work Authorization for Goods and/or Services.

M. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Work Authorization with Chic Party Rentals to Provide Rental Equipment for the Wine & Cheese Event

Resolution: As recommended by the Community Lifestyle Committee, to approve Work Authorization #011 with Chic Party Rentals to provide rental equipment for the Wine & Cheese Event on Saturday, May 6, 2023, using Contract Template (4) Work Authorization for Goods and/or Services.

N. Consideration of Recommendation from the Community Lifestyle Committee to Approve a Work Authorization with Jolly Jumps and Express to Provide Goods and/or Services for the Beach Club Opening Day Event

Resolution: As recommended by the Community Lifestyle Committee, to approve Work Authorization #071 with Jolly Jumps and Express Events to provide goods and/or services at the Beach Club Opening Day Celebration on Saturday, May 13, 2023, using Contract Template (4) Work Authorization for Goods and/or Services.

O. Consideration of Recommendation from the Landscape and Enhancement Committee to Approve a Work Authorization with Blueray Aquatics for the Replacement of Three Pool Heaters at Monte Vista Park Pool

Resolution: As recommended by the Landscape and Enhancement Committee, to approve Work Authorization #001 with Blueray Aquatics to replace three pool heaters at Monte Vista Park Pool using contract template (4) Work Authorization for Goods and/or Services.

P. Consideration to Approve a Ratification of Work Authorization with Extreme DJ Service to Provide Goods and Services at the Beach Club Opening Day Event

Resolution: To ratify Work Authorization #002 with Extreme DJ Service to provide entertainment services for Beach Club Opening Day event on May 13, 2023, using contract template (4) Work Authorization for Goods and/or Services.

Q. Consideration of Approval of Request to Proceed with Liens

Resolution: To authorize and instruct Management to record a lien on 18 delinquent accounts should their assessments not be paid within the time established in the Intent to Lien Letter. The accounts became past due in March 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 March 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
0775-02	\$475.00	B321-03	\$475.00
2609-05	\$1,878.88	1723-03	\$3,033.68
5217-03	\$1,203.00	3614-05	\$2,582.40
7844-04	\$559.00	6289-04	\$475.00
A193-03	\$475.00	8276-03	\$475.00
1585-05	\$2,380.72	2256-07	\$2,679.09
2686-06	\$475.00	3753-02	\$3,119.56
6134-08	\$475.00	7646-05	\$747.00
7922-02	\$475.00	8478-02	\$2,081.04

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 Greg Wieckert reported the Committee met on March 15, 2023 and welcomed Director Farnsworth as a member of the Committee. Three CD's that were set to mature were reinvested into CD's yielding more than the matured CDs would offer. The CD's will yield approximately 5% and will mature in two years. The rates are fixed, which will be advantageous if interest rates drop at any point. The next meeting is scheduled for April 19, 2023.

Communications Committee – Chair Justin Horey reported the Committee last met on March 22, 2023 to elect a Committee Chair and interview a potential Committee member. The Committee voted to accept Dennis Olson as a member. The next meeting will be held April 12, 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, March 21, 2023, and reviewed the Upcoming Events: Animals Everywhere, Adult & Children's Workshops, Wine & Cheese, and Beach Club Opening Day Celebration. There was discussion regarding switching Luau at the Lagoon with a Bacon, Bourbon, and Blues Event. The next meeting is scheduled for Tuesday, April 28, 2023.

Landscape and Facilities Enhancement Committee – Chair Paul Persiani reported the Committee met via zoom on Friday, March 17, 2023, and reviewed or made recommendations to the Board of Directors. President Persiani was selected to Chair the Committee for the 2023-2024 term. Pickleball Court Conversion options were discussed as well as items that were approved previously in this agenda. The next meeting is scheduled for Friday April 14, 2023.

Insurance Review Committee – Chair Greg Wieckert reported the Committee met on Thursday, March 9, 2023, for an optional call with Matthew Koch, Claim and Risk Manager with Brown & Brown, to review current and potential claims. Updates were provided about the Lakeshore stairs and Lakeshore trees. No claims have been submitted during this time, and thus far, no claims have been filed in 2023. On Tuesday, March 28, 2023, Chair Wieckert met with Michael Hughes, Senior Vice President of Commercial Lines with Brown & Brown, to provide an update on SAMLARC's insurance renewal. Brown & Brown reported that, unfortunately, Philadelphia was unable to provide competitive policy coverage as compared with Allianz; however, IRC will meet and confirmed that the policies in place are consistent with the current coverages and do not exceed \$368,000 as noted at the Board Meeting of February 28, 2023.

Committee Liaison Reports:

Architectural Review Committee – Director Deborah Christensen reported the Committee met on March 13, 2023 and March 27, 2023. Thirty-five submittals were submitted and thirty-four approved with one denial. The next meeting will be held on April 10, 2023 at 12:00 p.m. via Zoom.

Chamber of Commerce – Director Greg Schnieders reported that during the week of March 13, 2023, Chamber members gathered to mix and mingle at the St. Patrick's Day Mixer.

The event was hosted by USAG with food, drinks, raffle prizes, and an Irish Uilleann Pipes performance by Jim Clements. The RSM Chamber Members joined four other local Chamber Chapters; Rancho Santa Margarita, Mission Viejo, Lake Forest, and Ladera Ranch for a unique networking opportunity to meet and greet surrounding Chamber and community members to make new business connections. This was hosted by Custom Comfort Mattress. Upcoming Chamber opportunities include a Round Table Luncheon with Mayor Jerry Holloway. Scheduled to take place on April 12, 2023 from 11:30 a.m. – 1:00 p.m. at Alza Italian Kitchen.

Covenant Committee – Director Deborah Christensen reported the Committee met on Tuesday, March 7, 2023 and reviewed twenty violations. Thirteen were assessed fines, three had fines rescinded, five were offered extensions, one was recommended for Small Claims court. The next Covenant Committee meeting is scheduled for Tuesday, April 4, 2023 at 4:00 p.m. via Zoom.

Sports Council – Director Justin Horey reported the Council met on March 8, 2023. Items of discussion included: Weather/field conditions, rosters, closures for maintenance, Cañada Vista batting cage, use fees for 2024. On May 15, 2023, Management met with League representatives to discuss upcoming weather and field conditions. All the leagues are providing gaming circuits with the number of field closures this spring season by adjusting to double headers for softball and baseball. Soccer will extend their season by 2 weekends for some of their divisions that have been impacted the hardest by the rain. The next meeting is scheduled for June 14, 2023 at 7:30 am at the Beach Club Fiesta Room.

City of Rancho Santa Margarita – President Paul Persiani reported SAMLARC, and the City met on Friday, March 3, 2023. Items of discussion included: Community Wildfire Protection Plan – this item was supposed to be discussed at the March 7, 2023 CAR Meeting. Due to time constraints, this item will be discussed at the April CAR Meeting. Pending the outcome of that discussion, additional information will be provided to the appropriate Committee(s) and Board of Directors, Activity at Central Park and Library, Street Banner Program, SAMLARC Board of Directors Appointment and Realignment, Rofer Foundation Event, and upcoming SAMLARC Events.

Community Associations of Rancho – Director Greg Schnieders reported CAR met on Tuesday, March 7, 2023. It was a well-attended meeting as members of SAMLARC, along with SMWD, TCWD, the City of RSM, and several other local HOAS, were in attendance to review CAR's organization chart and objectives as CAR looks to refocus its efforts in 2023. The next meeting is tentatively scheduled for Tuesday, April 4, 2023, and will focus on a discussion about creating sub-committees to address some of the many objectives CAR may look to accomplish in 2023 and beyond.

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 welcomed new Director Nate Farnsworth.

Director Nate Farnsworth thanked the Board for their warm welcome.

Director Justin Horey welcomed Nate to the Board.

Director Paul Persiani – No report.

Director Greg Schnieders welcomed Nate to the board.

Director Judy Vasquez – No report.

Director Greg Wieckert welcomed Nate to the BCFC and Insurance Review Committees as well. He also added that the Animals Everywhere event was awesome and he enjoyed it.

X. Community Executive Officer Report

No report.

XI. Events

Adult Gardening Workshop
Saturday, April 8th
10:00 a.m. – 11:30 a.m.
Lago Beach Club, Fiesta Room

Children’s Gardening Workshop
Saturday, April 15th
10:00 a.m. – 11:00 a.m.
Lago Beach Club, Fiesta Room

XII. Next Meeting

Consistent with Board direction, the next meeting will be held on Tuesday, April 25, 2023 at 6:00 p.m. in the Fiesta Room at the Beach Club.

XIII. Adjournment

There being no further business to come before the Board of Directors, the meeting was adjourned at 6:27 p.m.

I certify that these minutes were duly approved by the Board of Directors on April 25, 2023.

Paul Persiani
Paul Persiani, President

Date: April 25, 2023

Deborah Christensen
Deborah Christensen, Secretary

Date: April 25, 2023

Prepared by: Tita S. Gervasi, Executive Assistant