



Board of Directors Meeting
Open Session
May 23, 2023
Minutes

Members Present

President Paul Persiani
Vice President Judy Vasquez
Secretary Deborah Christensen
CFO Greg Wieckert (Teleconference)

Members Absent

Director Nate Farnsworth
Director Greg Schnieders

First Service Residential

SAMLARC Community Executive Officer George Blair
SAMLARC Assistant General Manager Jerry Corpuz
SAMLARC Communications Manager Alexandra Kuhlmann
SAMLARC Finance Manager Brian Bednersh

Others Present

First Service Residential President for California Amy Mathieson
Corporate Counsel, Daniel A. Nordberg, Esq., Nordberg|DeNichilo, LLP.
Bradley Rofer Foundation, Josette Rofer and Valerie Christopherson
Chamber of Commerce, Ron Evans

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:

- Rancho Family Fest
- Annual Fishing Derby
- Gerard Signs and Graphics
- Foreclosure Proceedings

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 May 23, 2023 Open Session Agenda.

Motion: Deborah Christensen

Second: Judy Vasquez

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert

Nays: None

III. Homeowners Forum

No homeowners came before the Board.

IV. Approval of the Minutes

Resolution: To approve the April 25, 2023 Board of Directors Open Session Minutes.

Motion: Greg Wieckert

Second: Judy Vasquez

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert

Nays: None

V. Items for Discussion and/or Approval

A. Consideration of Update Regarding the Rofer Foundation's Honor Walk and Future Considerations

President Paul Persiani stated SAMLARC would be naming one of the Fishing Derby categories in honor of Bradley Rofer.

B. 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 in producing the event
2. Publicity and event promotion through the 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: Paul Persiani

Second: Deborah Christensen

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert

Nays: None

C. Acceptance of Resignation Submitted by Director Justin Horey

Resolution: To accept the resignation submitted by Director Justin Horey to the Board of Directors effective May 12, 2023, and to begin recruitment to fill the vacant position by closed recruitment through current Committee Members, Delegates, and recommendations by individual Board Members.

Motion: Paul Persiani

Second: Judy Vasquez

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert

Nays: None

D. Consideration of Appointments to Vacant Board Committee Positions Held by Director Justin Horey

Resolution: To appoint Directors to fill vacant committee positions held by Director Justin Horey:

Communications Committee – To remain open. Director Schnieders to be appointed as Committee Chair.

Election Committee - Nate Farnsworth

Rancho Santa Margarita Youth Sports Council (alternate) – To remain open.

RSM Chamber of Commerce (alternate) – To remain open.

Motion: Paul Persiani

Second: Deborah Christensen

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert

Nays: None

E. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with Veneklasen Associates to Perform Sound Studies at Three Tennis Court Locations and Recommend a Preferred Park for Pickleball Courts

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with Veneklasen Associates to perform sound studies at three tennis court locations and recommend a preferred park for pickleball courts.

Motion: Paul Persiani

Second: Judy Vasquez

Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert

Nays: None

F. Consideration of Recommendation from the Budget and Cash Flow Committee to Acknowledge Review of the 2022 Tax Returns for SAMLARC

Resolution: As recommended by the Budget and Cash Flow Committee, to acknowledge review of the tax returns for SAMLARC for the year ending December 31, 2022, and direct Management to file Form 100, Form 199 & Form 990 as indicated on the corresponding cover documents of the forms with the headings California Filing Instructions and Federal Filing Instructions.

Motion: Judy Vasquez
Second: Deborah Christensen
Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert
Nays: None

G. Consideration of Approval of Contract with Gerard Signs & Graphics, Inc. for Design, Printing, and Installation of Christmas Banners and Pole Banner Brackets

Resolution: To approve a contract with Gerard Signs & Graphics, Inc., for the design, printing, and installation of Christmas Banners and Pole Banner Brackets using Contract Template (2A) Contract for Goods and/or Services and contract template (2B) Master agreement for Goods and/or Services.

Motion: Paul Persiani
Second: Deborah Christensen
Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, 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).

Motion: Paul Persiani
Second: Judy Vasquez
Ayes: Paul Persiani, Judy Vasquez, Deborah Christensen, Greg Wieckert
Nays: None

A. Contracts to Expire September 30, 2023

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:

- Lake Management for Lake – Second renewal Contract, no price increase, no change in terms of contract. September 26, 2023 – September 26, 2024.
- Lake Management for Lagoon and Fountain – Second renewal, no price increase, no change in terms of contract. Shall automatically renew beginning September 26, 2023 – September 27, 2024.
- PurCor Pest Control – Provide pest control services within SAMLARC Maintained Landscaping and Facilities. Second Renewal, automatic renewal beginning

September 26, 2023 and ending on September 27, 2024. no price increase, no change in terms of contract.

- SoCal Property Services – Parking Lot Sweeping/Cleaning. First renewal - September 27, 2023 – September 27, 2024, no price increase, no change in terms of contract.
- HOA Technology – Provide maintenance and support services for community card access system. First renewal of contract- September 25, 2023 – September 26, 2024. New contract, 6% price increase, no change in terms of contract.
- Holiday Harbor Lighting – Provide holiday lighting. First renewal of contract – February 28, 2023 – February 28, 2024, no price increase, no change in terms of contract.
- West One Building Services – Bus shelter maintenance and janitorial. Second renewal of contract September 26, 2023 – September 27, 2024, no price increase, no change in terms of contract.
- The Customer Engine – SAMLARC Website Development and Services, First Renewal – September 26, 2023 – September 27, 2024, no price increase, no change in terms of contract.

B. Consideration of Delegate Appointments

Resolution: To approve the appointment of the following SAMLARC Members to serve as Delegates to their Non-Sub Maintenance Delegate Districts.

- Amy O’Neill - El Caserio III
- Shelley Hopkins - Vista Ladera IV
- Sonya Winder – California Tesoro
- Tim Borland – Cantobrio II

C. Consideration of Approval to Appoint Anne Chung as a Member of the Community Lifestyle Committee

Resolution: To approve the appointment of Anne Chung as a Member of the Community Lifestyle Committee.

D. Consideration of Recommendation from the Architectural Review Committee to Appoint Heather Fecarotta as a Member of the Architectural Review Committee

Resolution: As recommended by the Architectural Review Committee, to appoint Heather Fecarotta as a Member of the Architectural Review Committee.

E. Consideration of Recommendation from the Communications Committee to Adopt Revisions to the SAMLARC Facebook Policy

Resolution: As recommended by the Communications Committee, to adopt revisions to the SAMLARC Facebook Policy and revise the policy title to SAMLARC Social Media Policy

F. Consideration of Approval of Authorization to Orange County Sheriff’s Department to Provide Law Enforcement Services on Rancho Santa Margarita Landscape and Recreation Corporation Property

Resolution: To approve authorization to the Orange County Sheriff’s Department (OCSD) to provide law enforcement services on Rancho Santa Margarita Landscape and Recreation Corporation (SAMLARC) property through a trespass order.

G. Consideration of Recommendation from the Budget and Cash Flow Committee to Renew a Contract with SBS Lien Services for Foreclosure-Related Services

Resolution: As recommended by the Budget and Cash Flow Committee, to renew the contract with SBS Lien Services ("SBS") for foreclosure-related services, for the period of August 28, 2023 to August 27, 2024 using contract template (3A) Contract for Professional Consultant Services and (3B) Master Contract for Professional Consultant Services.

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

Resolution: As recommended by the Budget and Cash Flow Committee, to acknowledge review of the financial statement and bank reconciliation dated April 30, 2023. The balance sheet dated April 30, 2023 reflects assets of \$8,883,582 in Reserve funds, \$2,163,798 in Operating funds, and \$1,650 in Petty Cash for a total cash amount of \$11,049,031, along with a security deposit of \$7,806. The income statement for April 30, 2023 reflects year-to-date net income of \$359,820 compared to budgeted net income of (\$65,120). Year-to-date reserve funding is \$513,233 compared to a budget of \$527,576. All figures are rounded.

I. Consideration of Recommendation from the Budget and Cash Flow Committee to Acknowledge Review of the March 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 US Bank credit cards for the statement closing date of March 27, 2023. The amount due is \$8,157.26.

J. Consideration of Recommendation from the Landscape and Facilities Enhancement Committee to Approve a Contract with Reliable Doors and Windows, for the Replacement of Eight Utility Doors at Various Park Facilities throughout SAMLARC

Resolution: As recommended by the Landscape and Facilities Enhancement Committee, to approve a contract with Reliable Doors and Windows for the replacement of eight utility doors located at various park facilities throughout SAMLARC.

K. Consideration of Approval of Contracts with Orange County Pumping, Inc., Roadway Construction Services, and Rancho Santa Margarita Water District to Provide the Equipment to Fill and Siphon the Safety Water Barriers on the 4th of July Event

Resolution: To approve a contract with Orange County Pumping, Inc. for water filling and disposal services for the July 4th Lakeshore crowd barriers using contract template (2A) Contract for Goods and/or Services and contract template (2B) Master Contract for Goods and/or Services.

and,

To approve rental services with Roadway Construction Service for water filled barriers and traffic control.

and,

To approve rental services with Santa Margarita Water District for water meter usage to fill the water truck.

L. Consideration of Approval of Contract with Soccer Shots for Youth Soccer Classes

Resolution: As recommended by the Community Lifestyle Committee and the Board of Directors to approve a variance to the contract with Soccer Shots for youth soccer classes for a one period beginning May 31, 2023 and ending May 30, 2024 using contract template (8) Instructional Services and Use of Facilities.

M. Consideration of Approval of Contract with San Diego Stormwater Solutions for Community Park Parking Lot Storm Drain Cleaning and Maintenance Services

Resolution: To approve a contract with San Diego Stormwater Solutions to provide community parking lot storm drain cleaning and maintenance services for the period of May 23, 2023 – May 22, 2024, using contract template (2A) Contract for Goods and/or Services and contract template (2B) Master Agreement for Goods and/or Services.

N. Consideration of Recommendation from the Landscape Facilities and Enhancement Committee to Approve a Work Authorization with Santa Margarita Plumbing, Heating and Air for Repair of Leak at Arroyo Vista Park Outside Restroom Building

Resolution: Consideration of Recommendation from the Landscape Facilities and Enhancement Committee to approve a Work Authorization #007 with Santa Margarita Plumbing, Heating, and Air to repair a slab leak at the Arroyo Vista Park Outside Restroom Building.

O. Consideration of Recommendation from the Landscape Facilities and Enhancement Committee to Approve a Work Authorization with Precision Painting & Reconstruction to Perform Repairs and Painting to the Planters at Trabuco Mesa Park

Resolution: As recommended by the Landscape Facilities and Enhancement Committee to approve a Work Authorization with Precision Painting and Reconstruction to perform repairs and painting to the planters at Trabuco Mesa Park.

P. Consideration of Approval of First Renewal of Contract with SiteOne Landscape Supply, LLC to Provide Year-Round Maintenance of Electric Controllers and Irrigation Installation and Repairs

Resolution: To approve a First Renewal of Contract with SiteOne Landscape Supply, LLC to provide year-round maintenance of Electrical Work and Irrigation Repairs/Installation from July 25, 2023 to July 24, 2024 using contract Template 5 First Renewal of Contract for Goods and/or Services.

Q. Consideration of Approval of Contract with Knorr Systems, Inc. to Provide Equipment Maintenance Services at the Beach Club Lagoon and Community Pools

Resolution: To approve a Contract with Knorr Systems, Inc. to provide maintenance services at the beach club lagoon and community pools from May 23, 2023, and ending

May 22, 2024, using template (2A) Contract for Goods and/or Services and contract template (2B) Master Agreement for Goods and/or Services.

R. Consideration of Approval of a Work Authorization with Knorr Systems, Inc. for the Removal of Four Backwash Valves and Overhaul Kit Installation at the Beach Club Lagoon

Resolution: To approve Work Authorization #013 with Knorr Systems, Inc. for the removal of four (4) backwash valves and overhaul kit installation at the Beach Club Lagoon.

S. Consideration to Approve a Ratification of a Work Authorization with Diamond Sports Field Services Inc. for Playground Sand

Resolution: To approve the ratification of Work Authorization #071 Diamond Sports Field Services Inc., for the replacement and delivery of Twelve tons of playground sand using contract template (4) Work Authorization for Goods and/or Services.

T. Consideration of Approval of Request to Proceed with Liens

Resolution: To authorize and instruct Management to record a lien on eight delinquent accounts should their assessments not be paid within the time established in the Intent to Lien Letter. The accounts became past due in May 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 May 23, 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
0148-07	\$489.00	3267-04	\$750.32
A515-07	\$449.00	A846-01	\$489.00
0348-01	\$779.00	A074-05	\$488.00
A748-03	\$495.68	B489-02	\$489.00

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 May 15, 2023.

The Committee continues build a maturity ladder in 2024 for the Reserve fund, despite there not being many reinvestment options. This is due to the uncertainty around future Federal Reserve Bank decisions about interest rates. A CD for \$97,000 was purchased and matures in about one year. The tax forms for 2022 were discussed, as well as a renewal of contract with SBS, SAMLARC's collections agency for homeowners who are delinquent with their assessments. The financials for April were reviewed and acknowledged as well. The next meeting is June 19, 2023.

Communications Committee – Director Judy Vasquez reported the Communications Committee last met on April 12, 2023. Discussion at the meeting included review of website performance, revisions to the Committee Charter and Social Media Policy, the implementation of a survey program, and digital engagement. The Committee is next scheduled to meet in July.

Community Lifestyle Committee – Chair Judy Vasquez reported the Community Lifestyle Committee meeting that was scheduled for Tuesday, May 16, 2023 to evaluate past events and discuss event details for upcoming events was canceled due to scheduling conflicts. The next meeting is scheduled for Tuesday, June 20, 2023.

Landscape and Facilities Enhancement Committee – Chair Paul Persiani reported the Committee met in person on Friday, May 12, 2023 in the Vista Room at Altisima. The Committee reviewed and made recommendations to the Board of Directors regarding the following items that were included in this evening’s consent agenda:

- Golf Cart Maintenance
- Sound Study for Pickleball
- Pool Equipment Replacements
- Various Park Repairs
- Lake Water Testing and Fish Stocking

The next meeting is scheduled for Friday June 9, 2023.

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

Insurance Review Committee – Chair Greg Wieckert reported the Committee has not met since the last Board Meeting. SAMLARC is working with Brown and Brown on two items. The first is a homeowner seeking reimbursement for a fallen tree branch that allegedly struck and damaged his vehicle. The second occurred on May 22, 2023, when a vehicle along Santa Margarita Parkway lost control and caused damage to SAMLARC-owned and maintained landscape near the flagpole at the Lakeshore.

Election Committee – Chair Greg Wieckert – No report.

Committee Liaison Reports:

Architectural Review Committee – Director Deborah Christensen reported the Committee met on May 8, 2023 and May 22, 2023 and reviewed 23 submittals, which were all approved. The next meeting will be held on June 12, 2023 at 12:00 p.m. via Zoom.

Chamber of Commerce – President Paul Persiani reported on behalf of Director Schnieders – The Chamber conducted several ribbon cuttings during the month of May; of note, Assemblywoman Kate Sanchez’s Open House Ribbon Cutting was held on Tuesday, May 23, 2023. Assemblywoman Sanchez will be moving in two doors down from the SAMLARC Business Office. The Quad Chamber Mixer will take place tomorrow from 5:30 – 7:30 pm at Tijeras Creek Golf Club and is free for members.

Covenant Committee – Director Deborah Christensen reported the Committee met on Tuesday, May 2, 2023 and reviewed eleven violations. Eight were assessed fines, two were offered extensions, and one was offered ADR. The next Covenant Committee meeting is scheduled for Tuesday, June 6, 2023 at 4:00 p.m. via Zoom.

Sports Council – Director Nate Farnsworth reported the next meeting of the Sports Council is scheduled for June 14, 2023 at 7:30 am at the Beach Club Fiesta Room. Items of discussion included Fall requests, summer maintenance projects, and league improvement requests.

City of Rancho Santa Margarita – President Paul Persiani reported SAMLARC and the City have not met since the last Board meeting and are in the process of coordinating an upcoming meeting in June.

Community Associations of Rancho – President Paul Persiani reported on behalf of Greg Schnieders - The Community Associations of Rancho met at the Trabuco Canyon Water District for their monthly meeting on Tuesday, May 5, 2023 and discussed development of the Organization Chart, prioritization of topics, and the potential creation of sub-committees to help address key issues. RSM Voice provided an update on OC Alert and is interested in starting an awareness campaign to get more individuals registered. Brittany Munoz, SoCal FSR Regional Coordinator, provided an update on how to form and maintain a Fire Safe Council. The next meeting will be held on June 6, 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.

Directors Paul Persiani, Deborah Christensen, Greg Wieckert, and Judy Vasquez thanked Brian for his years of service to SAMLARC, wished him the best, and stated they would miss him.

IX. Community Executive Officer Report

No report.

X. Events and Programs

Voice of SAMLARC Singing Competition

Thursday, June 1
3:00 p.m. – 6:00 p.m.
Lago Santa Margarita Beach Club

New & Now Member Welcome and Landscape Planning Workshop

Saturday, June 3
9:00 a.m. – 11:30 a.m.
Lago Santa Margarita Beach Club

Fishing Derby

Saturday, June 17
7:00 a.m. – 10:00 a.m.
Lago Santa Margarita Lakeshore Park

Music at the Lagoon

Friday, June 23
7:00 a.m. – 10:00 a.m.
Lago Santa Margarita Beach Club

XI. Next Meeting

Consistent with Board direction, the next meeting will be held on June 27, 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 6:36 p.m.

I certify that these minutes were duly approved by the Board of Directors on June 27, 2023.

Paul Persiani
Paul Persiani, President

Date: June 27, 2023

Deborah Christensen
Deborah Christensen, Secretary

Date: June 27, 2023

Prepared by: Tita S. Gervasi, Executive Assistant